

2013/14

# ANNUAL REPORT

Volume I

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## CHAPTER 1 – MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

### COMPONENT A: MAYOR'S FOREWORD

#### MAYOR'S FOREWORD

##### a. Vision:

The municipal vision which states: A caring and responsive municipality that is best to live in, work for and do business with" translate to our overall objective of ensuring provision of quality services to all residents of Moses Kotane Local Municipality. In that employees and Councillors of the municipality must feel and live the caring and responsive nature of management and leadership style. This does, to a larger extent affirms our quest for businesses and communities to feel that.

##### b. Key Policy Developments:

The 2013/2014 annual report is a reflection of our performance as Council inclusive of our policy directions. The beginning of 2013/2014 financial marked the beginning of a new journey to reclaim our position as the front runners in some key performance areas of local government, namely:

- Good governance and public participation
- Basic service delivery and infrastructure development
- financial viability & management
- provision of basic service delivery
- Municipal Transformation and institutional development

Our goal was mainly centred around meeting the Operation Clean audit 2014 which was set by the National Department of Co-operative Governance in 2009. I am honestly proud of the achievement made thus and I have full confidence in the current management that target has been met. We endeavoured to have instrumental financial and governance systems centred around all other KPAs of local government.

The Integrated Development Plan is inclusive of both the National and Provincial strategies which are key for proper alignment.

**c. Key Service Delivery Improvements:**

There have been massive improvements in terms of service provision wherein the service delivery projects that had challenges were unlocked and fully implemented.

**d. Public Participation:**

Public participation is one of the key cornerstones of democracy. We introduced Mayoral Imbizo as one of the platforms of engagement for political leadership and communities. This complementing the monthly community meetings convened by councillors and IDP public consultations. I am happy with the improved interest and participation of our communities in the meetings as they give them power to raise opinions and direct service provision. Feedback to communities stimulates accountability by the leadership of issues of mutual interest.

**e. Future Actions:**

In our contribution towards sound governance system include consistent and efficient council committees and oversight role by councillors.

We also strive to fully implement:

- infrastructure development: water and sanitation projects, roads and storm water

Initiatives committed whereby service delivery will be improved over the next few years.

**f. Agreements / Partnerships:** The Municipality is in a process of developing a memorandum of understanding with the tribal authorities within the Municipality.

(Signed by :)

Mayor/Executive Mayor

28 August 2014

## COMPONENT B: EXECUTIVE SUMMARY

### 1.1. MUNICIPAL MANAGER'S OVERVIEW

#### MUNICIPAL MANAGER'S OVERVIEW

Presentation of the Annual Report for 2013/14 financial is a reflection of the road we have travelled within a space of a 12 month period. It translates our Vision and Mission into implemented plans for excellent service provision.

The majority of managers reporting to the Municipal Manager were appointed in June 2013 following the termination of contracts of previously appointed managers. For the last four months of the financial year the municipality operated without a Head of Department: Infrastructure & Technical Services, after the resignation of the incumbent. The delay in appointment of a successor is a result of new reforms introduced in January 2014. The process is expected to be finalised at the end of August 2014.

Believing that good governance principles would result in credible administration, we set our sights on ensuring basic management functions, namely Planning, Organizing, Staffing, Directing and Controlling. I believe this would smoothly enhance implementation of our service delivery implementation plan aligned to the Integrated Development Plan.

The IDP Review 2013/2014 was reviewed from the five-year IDP 2011-2016 to generate the Service Delivery and Budget Implementation Plan 2013/2014.

The IDP is a continuous planning, management and developmental mode of a municipality. The Municipal Systems Act, No 32 of 2000 states that each municipality must develop a plan for the development of its area of jurisdiction. The law mandates that the plan should be holistic and integrated in its approach and content. The plan should be long-term, covering five years and has to be reviewed annually where necessary by comments and inputs from broader stakeholders.

In order to coordinate and align strategies for the Municipality, communities were consulted and indicated 14 priorities were aligned as below:

- Water provision
- Sanitation
- Roads and stormwater
- Electricity
- Town planning
- Housing
- Disaster management
- Traffic management
- Transport management
- Waste management
- Parks and cemeteries
- Libraries
- Corporate services

- Performance management system
- Integrated Development Planning
- Budget and Treasury
- Good governance and public participation
- Communication
- Internal Audit
- Local Economic Development

The municipality has participated fully in the Special Presidential Package for mining towns in platinum belt to direct the interventions-based community needs and current analysis.

Below are some of the highlights of this financial year:

- Being one of the best among the seven piloted for the Local Government Monitoring and assessment tools
- Participating in the Accelerated Community Infrastructure Programme (ACIP) which funded water projects, Jerome Borehole and water Conservation and demand management program,
- Efficiently using the Bojanala Shared Audit committee
- Ability to track progress on implementation of Council resolutions
- Audit on Information and Communication Technology and development and implementation of a comprehensive ICT Strategy
- Audit of water sources in all villages in preparation for development of a Water Master Plan
- Improved supply chain management system
- Improved financial management system
- Improved stakeholder engagement
- Basic service provision
- Development of integrated corporate calendar
- Good governance and public participation

Having improved on the disclaimer audit opinion in 2010/2011 to an unqualified audit opinion in 2012/2013 (2011/2012 was a qualified audit opinion), we commit to maintain the unqualified audit opinion for the coming years and further reducing matters of emphasis raised in the audit findings.

In moving forward, our focus areas are:

- Full implementation and monitoring of service delivery plans
- Compliance to all applicable legislations
- Timeous submission of reports and conformity to dates in the adopted corporate calendar
- Integrated stakeholder engagement approach
- Rebranding and repositioning the municipality as one the world class destination of choice
- To compile a Water Demand Management and Water Master Plans
- To ensure investment in infrastructure by executing capital projects so as to address backlog as far as Water Supply at RDP Standards is concerned
- To operate, improve and maintain existing water supply infrastructure so as to minimize interruptions of services, and water loss
- To prepare a Master plans to address backlog with regard to provision of roads and stormwater within villages of the Municipality
- Community Lighting Infrastructure

- To ensure proper coordination of land use development and management
- To improve waste management system in terms of waste collection, dumping and management
- To ensure effective and efficient financial systems and procedures
- Improving on the audit matters for improved governance

I would like to express my gratitude to the management and officials of the municipality for their contribution, efforts and patience during the past year of service delivery, our principals under the leadership of the Hon Mayor Fetsang Mokati-Thebe, Hon Speaker Ralesole Diale and Hon Single Whip Maria Matshaba.

The general community, the mines and the tribal authorities under the able and honourable leadership of Dikgosi within the Moses Kotane Local Municipality should be thanked for their patience, contributions and advices, and mostly for making our existence worth-while.

Lastly, our appreciation goes to the District Municipality and sister/brother municipalities, Provincial Government, particularly the Provincial Treasury, Department of Local Government & Human Settlement and the Office of the Auditor-General for their guidance and mentoring, water provision partners Magalies Water board and Department of Water Affairs & Sanitation. We trust that we will improve on the intergovernmental relations we have built to move our municipality and province to greater heights.

(Signed by :) \_\_\_\_\_  
Municipal Manager

**28 August 2014**

## 1.2. MUNICIPAL FUNCTIONS, POPULATION AND ENVIRONMENTAL OVERVIEW

### INTRODUCTION TO BACKGROUND DATA

Moses Kotane is now classified as a Category B4 Local Municipality which is mainly rural with communal tenure. Such a municipality is at most one or two small towns in their area. It is one of the five local municipalities constituting the Bojanala Platinum District Municipality classified as Category C1.

Moses Kotane Local Municipality is bordered by:

- Thabazimbi Local Municipality in the North, which is situated in Waterberg District Municipality of the Limpopo province,
- Madibeng Local Municipality in the east (Bojanala Platinum District Municipality, NW)
- Rustenburg Local Municipality (Bojanala Platinum District Municipality, NW) and
- Kgetlengrevier Local Municipality in the south (Bojanala Platinum District Municipality, NW)
- Ramotshere Moiloa Local Municipality in the west (Ngaka Modiri Molema District Municipality, NW).

The Municipality covers an area of approximately 5220km<sup>2</sup> and is mostly rural in nature, comprising of 107 villages and 2 two formal towns of Mogwase and Madikwe. The N4 Corridor which is the east-west bound road connecting Rustenburg and Pretoria runs to the south of Moses Kotane local municipality. The R510 north-south bound road connects Moses Kotane Local Municipality to north.

Moses Kotane Local Municipality population was estimated at 242 553 by 2011 Census compared to 237 175 in Census 2001. The Municipality has a predominantly African population with fewer Indian, Coloured and White groups who are mostly residing in Sun City residence and Mogwase Unit 2. It should be noted that the recognized legal statistics to be used in developing IDP's is from Census 2011.

Geographic information of households by 2011 was estimated at 75 195 compared to 61 759 by Census 2001 with the same total number of demarcated wards. The Municipality is comprised of 31 Wards and is led by Council, the Speaker, Mayor and the Executive Committee. The Mayor is the Head of Executive Committee (EXCO) which comprises of 10 Councillors who are head of various departments and serve in portfolios. Proportional Representatives and Ward Councillors amount to 62.

#### **Municipal Vision**

"A caring and responsive municipality that is best to live in, work for, and do business with"

## **Municipal Mission**

- Providing responsive, transparent and accountable leadership
- Creating an environment for business growth and job creation
- Providing sustainable services

Age	Population '000					
	2011/2012			2013/2014		
	Male	Female	Total	Male	Female	Total
Age: 0 - 4	11590	10559	22149	14279	14128	28407
Age: 5 - 14	22715	23391	46106	21419	20973	42392
Age: 15-34	39820	39559	79379	44360	39752	84112
Age: 35-64	29515	33579	63094	33134	35732	68866
Age: 65+	6249	10445	16694	7330	11456	18786

Natural Resources	
Major Natural Resource	Relevance to Community
Platinum	Job creation and economic development
Chrome	Job creation and economic development
Cement	Job creation and economic development
Game	Tourism

The Census 2011 reported a population growth of 0.2%. The current sources of data are not accurate in terms of planning for projections, noting the current growth in villages. The community do not come forward to register as indigents

### **1.3. SERVICE DELIVERY OVERVIEW**

#### **SERVICE DELIVERY INTRODUCTION**

The following are the priorities that the Municipality had set out to provide in the 2013/2014 financial year:

- Water and sanitation
- Roads & storm water
- Electricity
- Economic Development
- Land and household

Most of the projects were dedicated to provision of water, considering the acute shortages in our villages.

Number of households in the Municipality	75 193
Number of billed households in the Municipality	21 300
Number of registered indigent households (Municipal Data)	10 580
Number of indigent households with access to free basic water	10 580
Number of indigent households with access to free basic electricity	10 580

## CHALLENGES

Indigent consumers who do not collect their Free Basic Electricity  
 Consumers who are possibly indigent not coming forward to disclose their status  
 Illegal housing occupation  
 Delays in land tenure upgrade programmes  
 Mushrooming informal settlement  
 Housing accreditation

### COMMENT ON ACCESS TO BASIC SERVICES:

Waste has been collected in all areas in the Municipality – especially in the “towns”. Challenges have however been experienced at the villages where the waste removal trucks have not been able to access the households due to narrow roads.

The provision of sanitation has been low in relation to the number of households in the municipality because the RDP houses built are provided with sanitation services.

Water connections to residential dwellings have been challenged by the dire shortage of water in the Municipality. This is compounded by the aged water infrastructure that the municipality together with the water provision partners i.e. Magalies Water board and Department of Water Affairs and Sanitation will be working on improving.

## 1.4. FINANCIAL HEALTH OVERVIEW

### FINANCIAL OVERVIEW

The Moses Kotane Local Municipality is dependent mostly dependent on grant income followed by rates and services income. The municipality's sustainability depends on the effective management of its resources, community effective contribution and participation in the budgeting process as well as by the payments of rates for services.

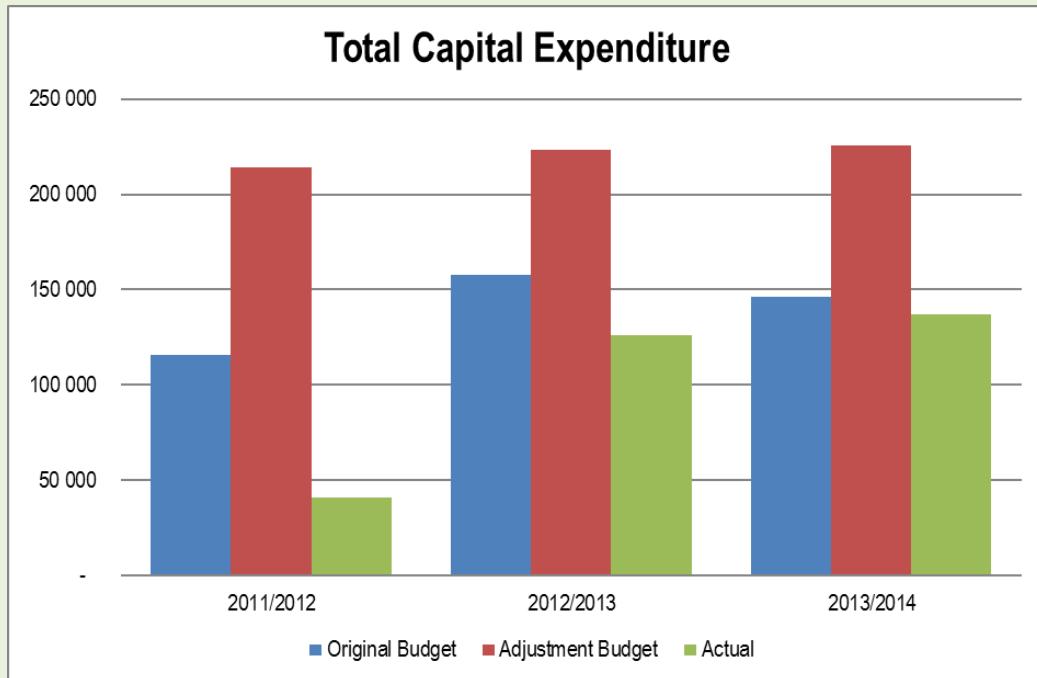
Illegal water connection and non-payments of rates and for services is a concern for the Municipality. It is a critical problem. The management main focus is to ensure all reasonable steps are taken to enhance debt collection. Better planning and control over expenditure and higher effectiveness of staff will also deliver results in the future.

Financial Overview: Year 2013/14			
Details	Original budget	Adjustment Budget	Actual
Income:			
Grants	262903	259107	405363
Taxes, Levies and tariffs	116354	116354	126184
Other	27046	27046	29310
Sub Total	406303	402507	560857
Less: Expenditure	468641	465916	439207
Net Total*	-62338	-63409	121650

Operating Ratios	
Detail	%
Employee Cost	30%
Repairs & Maintenance	5%
Finance Charges & Impairment	15%

The Municipality has over the past years been maintaining a 30% ratio of employee costs. The aimed at 20% average for repairs and maintenance has not been achieved as maintenance plans had not been developed. These plans will be developed for the 2014/2015 financial year.

Total Capital Expenditure: 2011/2012 to 2013/2014			
Detail	2011/2012	2012/2013	2013/2014
Original Budget	115 635	157 520	146 441
Adjustment Budget	214 216	223 473	225 797
Actual	41 012	125 775	136 799



## 1.5. ORGANISATIONAL DEVELOPMENT OVERVIEW

### ORGANISATIONAL DEVELOPMENT PERFORMANCE

The high vacancy rate is attributable to the increased number of posts effective 2010. The large number of new posts created a backlog in the Human Resources function. Over time this matter has not been successfully resolved due to lack of job evaluation processes especially at lower levels. The staff shortage impacts of service delivery and performance.

## 1.6. AUDITOR GENERAL REPORT

### AUDITOR GENERAL REPORT: 2013/14 (CURRENT YEAR)

The Auditor-General's responsibility is to express an opinion on the financial statements based on conducting the audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the General Notice issued in terms thereof and International Standards on Auditing.

In the 2010/2011 financial year, Moses Kotane Local Municipality received Disclaimer audit opinion. This was attributed to documents not been made available after the municipality had been subjected to a section 139 administration. An improvement was seen in the 2011/2012 to a qualified audit opinion. In the 2012/2013 financial year, the municipality further improved to an unqualified audit opinion with matter of emphasis mostly on prior years' unauthorised and irregular expenditure,

current year's performance information and waste management. A vast improvement was seen on the audit of assets.

An audit action plan to address audit findings was developed and significant progress was registered in resolving them.

Auditor General's report for the financial year under review is contained in Chapter 6 of this report.

### 1.7. STATUTORY ANNUAL REPORT PROCESS

No.	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July
2	Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).	
3	Finalise the 4th quarter Report for previous financial year	
4	Submit draft 2013/14 Annual Report to Internal Audit and Auditor-General	
5		
6	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	August
7	Mayor tables the unaudited Annual Report	
8	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
9	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
10	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	September - October
11	Municipalities receive and start to address the Auditor General's comments	November
12	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report	
13	Audited Annual Report is made public and representation is invited	
14	Oversight Committee assesses Annual Report	December
15	Council adopts Oversight report	
16	Oversight report is made public	
17	Oversight report is submitted to relevant provincial councils	January
18	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	

## COMMENT ON THE ANNUAL REPORT PROCESS:

### **The IDP/PMS/ Budget Process Plan**

It is required by legislation that a municipal council adopt a process to guide the planning, drafting and adoption of its IDP.

- *MSA 28(1) “each municipal council...must adopt a process set out in writing to guide the planning drafting adoption and review of its integrated development plan.”*

### **IDP Process**

The development, drafting and review of an Integrated Development Plan (IDP) is a lengthy planning process, rolling to a period of nine months, that needs to be properly planned, organised and followed carefully involving various internal and external municipal key stakeholders and participants at all levels as required by legislation, to engage all stakeholders in the plans.

The above as such, require a formalised strategy/business plan to be developed detailing all processes to be followed, roles and responsibilities of key stakeholders, time frames for the entire IDP review process. This process is very key and technical because it needs to look into institutional arrangements and preparedness of the municipality to ensure the development, credibility and sustainability of the document.

### **Legal Context**

The Local Government: Municipal Systems Act, 32 of 2000 (MSA) and as amended, places the IDP at the top of municipal planning instruments by suggesting that an IDP, adopted by the Council of a Municipality, is the key strategic planning tool for the municipality. According to the mentioned Act it states that, the IDP is:

*35(1)(a)“...the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development in the municipality”;*

*(b) “binds the municipality in the exercise of its executive authority...”*

Section 25 of the MSA further prescribes that:

*“(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which –*

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;*
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;*
- (c) forms the policy framework and general basis on which annual budgets must be based;*
- (d) complies with the provisions of this Chapter; and*
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.”*

In accordance with this legislation, Moses Kotane Local Municipality Integrated Development Plan, as a key planning document, has set up its long-term vision as follows:

## **Municipal Vision**

*"A caring and responsive municipality that is best to live in, work for, and do business with"*

The IDP also details and need to ensure the following as listed below:

- Development priorities and objectives, which contribute towards achieving this vision, over the Municipal Councils as their elected term of office
- Strategies, to ensure the means by which these objectives will be realised and achieved;
- IDP programmes and projects which link to the strategies and contribute to the achievement of the objectives.

The IDP and Budget need to be developed, reviewed and amended in accordance with the requirements set out in the :

- Municipal Systems Act 32 of 2000, the Local Government: Municipal Planning and Performance Management Regulations 2001 and the
- Municipal Finance Management Act 56 of 2003.

In terms of the Municipal Systems Act, a municipality is required to review its IDP annually. Annual reviews allow the municipality to re look into progress made and outstanding challenges that need to be done as planning for the next financial year.

The refined plans and strategies will have to include additional issues and to ensure that these plans and strategies inform institutional - capacity issues as in human and resources and also financial planning.

The review and amendment of the IDP thus, further develops the IDP and ensures that it remains the principal management tool and strategic instrument for the Municipality.

*MSA 34 a Municipal Council –*

- "(a) must review its integrated development plan*
  - i) Annually in accordance with an assessment of its performance measurements and*
  - ii) To the extent that changing circumstances so demand and*
- (b) May amend its integrated development plan in accordance with a prescribed process"*

## **Implementing PMS**

### **Alignment of IDP, Budget and PMS**

The IDP, Budget and Performance Management System processes must be seamlessly integrated. Integrated Development Plan fulfills the planning stage of Performance Management. Performance Management System in turn, fulfills the implementation management, monitoring and evaluation of the Integrated Development Plan. The performance of an institution/organisation is integrally linked to that of the employees or its staff. The employees need to ensure that they perform their duties to be able to realise their objectives. If employees do not perform, the institution will not achieve its intended objectives. The two are inseparable and that is why is the most critical and important to manage both at the same time.

### **National Key Performance Areas**

Moses Kotane Local Municipality is trying to align its Key Performance Areas to the five National Key Performance Areas as articulated in the DPLG five year strategy.

- i) Financial viability
- ii) Infrastructure development and service delivery
- iii) Corporate governance
- iv) Institutional transformation
- v) Local Economic development

### **National Key Performance Indicators**

Moses Kotane must note that, it is important to ensure that its KPI's are aligned to the 7-National KPI's as determined and monitored by DPLG. The 7-National KPI's are the following:

- (i) Access to basic services
- (ii) Access to free basic services
- (iii) Level of capital spending
- (iv) Number of local jobs created
- (v) Progress on employment equity at senior management level
- (vi) Level of municipal expenditure on the workplace skills plan
- (vii) Financial viability with respect to: debt coverage, outstanding debtors in relation to revenue and cost coverage.

### **Municipal Key Performance Areas (Strategic Goals),**

#### **Objectives, Indicators and Targets**

The three above need to be adopted during Strategic Planning Session and Moses Kotane Local Municipality did not hold a Strategic Planning session.

There are strategic goals adopted as follows:

Organisational Strategies for indicators and targets for the next five years.

The Strategic goal must explain on how the following will be realised:

- To provide basic sustainable services to the communities  
This will include delivering road, sanitation, electricity provision and water infrastructure, Municipal buildings, delivering of houses, and other facilities.
- To promote sound Environmental Management  
Greening the economy, pollution issues, mining to be controlled, waste management, solid waste and removals, licensing the relevant infrastructure
- To provide sound governance for local communities  
Engagements of Ward Committees, Community Development Workers, IDP Representative Forums, Traditional Leaders, Mining Houses, Sector departments and employees
- To ensure sound governance practices within the Municipality  
Corporate governance practices  
Compliance Management; Best practices Management; Risk Management, Business leadership / financial management

## **Planning for Performance**

### Service Delivery and Budget Implementation plans (SDBIP)

MFMA of 2003 Section 53 (c) iii require municipalities to compile and submit SDBIPs to the Executive Mayor within 28 days after the adoption of the budget by Council.

The SDBIPs are directly translated from the adopted IDP and Budget. They are regarded as the management and implementation tools of the IDP.

The Mayor approves the SDBIPs and they will form the basis for Performance Management of individuals within Moses Kotane.

The SDBIPs will determine the development and signing of performance agreements for section 57 employees

- The Municipal Manager, Senior Managers and in our case Head of Departments – HOD's, are the ones held responsible for service delivery. The signed performance agreements are translated into Individual Performance Plans for all the staff members of the institution. This factor is still a challenge within Moses Kotane.

➤ In accordance with National Treasury Circular No. 13, departmental SDBIPs will be consolidated into an organisational SDBIP which will include the following:

- Projection of revenue by source
- Projection of revenue and expenditure by vote; and
- Service delivery targets and performance indicators for each quarter

The standard format/framework for all departments needs to be developed for compilation of departmental SDBIP's. The IDP will record annual targets and the departments will ensure quarterly development of the SDBIP.

## **Performance Monitoring, Measuring and Reviewing**

Performance Monitoring is a continuous process that runs parallel with the implementation of the IDP. The IDP is regarded as forward planning. The process entails collection, storage, verification and analysis of performance data in order to compare current performance with previous financial years and baseline indicators.

The IDP is not to be meant for a specific department, but all directorates, departments, sections and individuals within the Municipality. All need to take responsibility to collect relevant data/statistics to support the monitoring process.

Site visits to projects or evidence of performance is gathered and presented to substantiate claims of meeting/not meeting performance standards as adopted by Council and promised to our communities.

It is still a challenge with Moses Kotane to conduct Performance Measurement at two levels as mentioned below:

- Organisational level and
- Individual level.

The two above, organisational level will have to be formally executed on a monthly basis and reported quarterly. The individual level will only be executed quarterly.

The above will only be realised if the IDP /SDBIP implementation is realised. Performance Review is a process where the organisation, after measuring its own performance, assesses whether it is giving effect to the Integrated Development Plan. Reviews need to be conducted with all Directorates and politicians also playing a role of oversight.

### **Performance Reporting**

MFMA No. 56 of 2003 Section 52 requires the Mayor to submit a report on the implementation of the budget and the financial state of affairs of the municipality to council within 30 days after the end of each quarter.

All quarterly performance reports are due for submission to the IDP / PMS office seven days after the end of each quarter. This will enable the office to compile a consolidated report on time to meet the requirements of the Act.

The same quarterly performance reports will further be consolidated into an annual performance report to be considered by council within 9 months after the end of each financial year in order to meet the requirements of Section 121 of the MFMA.

Reporting schedule need to be developed as follows,

- Monthly - Monthly budget statements Reports,
- Quarterly – Quarterly Performance Reports,
- Half yearly - Half Year Report and
- Annually - Annual Performance Reports

All directorates need to be attached as well as responsible individually together with politicians.

Failures to achieve the above timescales:

- Non-Adherence to the Legislative Requirements as required by law lead to:
  - Non Approval of Process Plans ( MFMA/MSA)
  - No Public Consultations or Community Engagements will be held
  - Poor planning lead to failure and when not taken seriously. Non-realistic and uninformed documents will be developed. Where participation is compiled with credible IDPs & SDBIP aligned to KPA/Targets and objectives are developed

Monitoring and Evaluation of plans (IDP and SDBIPs) entails:

- *Pre-planning, when you start engaging all stakeholders*
- *During implementation and while planning ahead implementation of previous financial year is run concurrently*
- *post-implementation adoption of documents to develop the SDBIP*

Failing the above there will be non- alignment of IDP /PMS and Budget Processes. Developing will be challenging and it will result in the IDP not informing the budget and processes as well as non-alignment thereof. No aligned sector plans lead to poor sector orientation and as a result all key stakeholder engagements will lead to weak IGR Structures.

## **Solutions**

- The factors necessary to strengthen the planning structures are:
  - IGR Structures to be fully engaged
  - IDP Steering Committee (Technical Team Level),
  - Budget Steering Committee,
  - To enhance Project Management Unit (PMU) Capacity – to do detailed planning, monitoring and evaluation of projects and updating IDP Unit
  - Strengthen IDP Rep Forums – ensure community participation in the planning, monitoring and project steering capacity in the following manner:
    - Ward Committees
    - Community Development Workers
    - Mining/ Departments and businesses
    - Employee Engagements

## CHAPTER 2 – GOVERNANCE

### COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

#### INTRODUCTION TO POLITICAL AND ADMINISTRATIVE GOVERNANCE

*Note: The Constitution section 151 (3) states that the council of a municipality has the right to govern on its own initiative, the local government affairs of the local community.*

The Moses Kotane Local Municipality is a B-type municipality graded on level 4. It has been operating on an collective executive system.

The municipality has a Council that has been elected by its community. The Council has the constitutional authority to ensure that there is development in its area of jurisdiction by providing sustainable services; promote social and economic development; promote safe and healthy environment and encourage the involvement of communities and community organisation in local government matters.

Politicians exercise oversight over service delivery implementation by interacting with administrative management and the relevant reports through the Portfolio Committees and the Executive Committee meeting.

#### 2.1 POLITICAL GOVERNANCE

##### INTRODUCTION TO POLITICAL GOVERNANCE

*Note: MFMA section 52 (a): The Mayor must provide general political guidance over the fiscal and financial affairs of the municipality*

The municipality is an collective executive type municipality where the Mayor is the Chairperson of the Executive Committee comprising of 10 executive councillors assigned responsibilities of overseeing administrative portfolios. Furthermore, there are committees established in terms of section 79 of the Municipal Structure's Act to provide oversight and report to the Council. The two committees established are Municipal Public Accounts Committee (MPAC) and Audit Committee. The MPAC serves as Council Oversight committee on the annual report. The oversight report of MPAC on the annual report has been developed, reported on, published and monitored in accordance with the MFMA, whereas the Audit Committee advise the Council on matters relating to internal controls; risk management and governance process. The Municipality utilises the services of the Bojanala Platinum District Municipality Share Audit Committee Services and have played a pivotal role in performing an oversight role over financial and performance management during the financial year, including the annual report.

## **POLITICAL STRUCTURE**

### **MAYOR**

Cllr Fetsang Mokati-Thebe



### **SPEAKER**

Cllr Ralesole Diale



### **SINGLE WHIP**

Cllr Maria Matshaba

## **MAYORAL COMMITTEE/ EXECUTIVE COMMITTEE**

<b>Committee</b>	<b>Chairing Councillor</b>
Community services	Koos Motshegoe (late)
Finance and Corporate Services	Dotty Tlabyane
IDP, PMS, Town planning & IGR	Thomas Manganye
Local Economic Development	Caroline Motshabi
Housing (human settlements)	Nketu Nkotswe
Infrastructure & Technical services	Ezekiel Mashimo
Special projects	Dithoti Tshetlhane
Without portfolio	Amos Setou
Without portfolio	Kabelo Lesele

## **COUNCILLORS**

The are 31 Ward Councillors who are directly elected by communities and 31 Proportional Representative Councillors and in addition there are 10 traditional leaders who serve in the Municipality as proportional Councillors and they also serve in the municipal portfolios. In total there are 72 Councillors.

Council Members	Full Time / Part Time	Committees Allocated	*Ward and/ or Party Represented
	FT/PT		
DELEKI NOMAWISILE	PT	LED & Rural Dev.	PR (ANC)
DIALE RALESOLE ABRAM <b>(SPEAKER)</b>	FT	Council	PR (ANC)
KHUNOU MITAH	PT	Special Projects	Ward 22 (ANC)
KHUTSAFALO	PT	Mpac & Corporate Services	Ward 08 (ANC)
LEOTO DANIEL	PT	Infrastructure & Technical Services	
LEPHOTO ELIZABETH( <b>ACDP</b> )	PT	Community Services & LLF	PR (ACDP)
LESELE KABELO ( <b>COPE</b> )	FT	Corporate Services	PR (COPE)
LETLAPE ABEDNICO	PT	Human Settlement	Ward 15 (ANC)
TSHWENYEGO	PT	Community Services	Ward 28 (ANC)
LUKHELE ROSE MPULA	PT	LED & Rural Dev.	Ward 24 (ANC)
MAGODIELO ABISH	PT	Infrastructure & Technical Services	Ward 27
MAKGOTHI			
<b>THOMPSON(<b>INDEPENDENT</b>)</b>	PT		(Independent)
MANGANYE BUSHY	PT		
MANGANYE THOMAS			
RAYMOND ( <b>EXCO MEMBER</b> )	FT	IDP & PMS	PR (ANC)
MARETELE JOY ( <b>UCDP</b> )	PT	Finance	PR (UCDP)
MASHIMO RATSELANA	PT	Infrastructure & Technical Services, Corporate Services	PR (ANC)
EZEKIEL ( <b>EXCO MEMBER</b> )	FT		
MASHISHI STEPHINA			
NTEBATSENG	PT	IDP & PMS, Special Projects	PR (ANC)
		Community Services, MPAC &	
MASILO JAFTA	PT	LLF	Ward 14 (ANC)
MATLAPENG SEIPATI SARAH	PT	LED & Rural Dev.	PR (ANC)
MATSHABA MARIA ZIPPORA <b>(WHIP)</b>	FT	Caucus	PR (ANC)
		Community Services & Special	
MATSHERENG EFESIA	PT	Projects	
		Infrastructure & Technical	
MEKGWE JOYCE	PT	Services	Ward 11 (ANC)
		Infrastructure & Technical	
MKHANDAWIRI PULE	PT	Services	Ward 19 (ANC)
MNGOMEZULU PHILLIP <b>(COPE)</b>	PT		Ward 03 (ANC)
MOATE LUCKY LUCAS	PT	Human Settlement	PR (COPE)
		Finance	PR (ANC)

MOATSHE GEORGE DANIEL	PT	Human Settlement	PR (ANC)
LAWRENCE KAPARI ( <b>EXCO MEMBER</b> )	FT	Community Services & Infrastructure	PR (ANC)
MOENG TOTO ( <b>INDEPENDENT</b> )	PT	IDP & PMS	Ward 29
MOKGATLHE MARTHA	PT	Community Services & Special Projects	(Independent)
MASEFUDI	PT		PR (ANC)
MOKATI-THEBE FETSANG ( <b>MAYOR</b> )	FT	Executive Committee	PR (ANC)
MOLOI NTSEBENG	PT	IDP & PMS	Ward 06 (ANC)
MONNAKGOTLA CHONKO	PT		
TRIPHOSA	PT	IDP & PMS & MPAC	Ward 30 (ANC)
MONYATSI MPHOPHOPHO	PT	Corporate Services	Ward 31 (ANC)
MORAOPA SINA ( <b>COPE</b> )	PT	Finance	PR (COPE)
MORUWA ELLAH ( <b>DA</b> )	PT	No Allocation	PR (DA)
MOTLHAGA RUTH	PT	Finance	Ward 13 (ANC)
MOTSHABI CAROLINE	PT	LED & Rural Dev. & Community Services	
NKEIFENG ( <b>EXCO MEMBER</b> )	FT		PR (ANC)
MOTSHEGOE DESIA	PT	Human Settlement	Ward 9 (ANC)
LILIAN POLOKO LESOMO	PT	Infrastructure & Technical Services & Special Projects	PR (ANC)
MOTSWENYANE ZIPPORA ( <b>DA</b> )	PT		
MOYO FLORAH	PT	LED & Rural Dev.	PR (ANC)
NDLOVU HAZEL	PT	Human Settlement	Ward 2 (ANC)
NHLAPO LINDIWE	PT	Special Projects, Finance &	
NKOTSWE NKETU ( <b>EXCO MEMBER</b> )	PT	MPAC	Ward 1 (ANC)
NONDZABA MAGDELINE	PT	Human Settlement & Finance	Ward 04 (ANC)
NTSHABELE SALTIEL	FT	Corporate Services & Human Settlement	
PELE JULIA	PT	IDP & PMS	Ward 23 (ANC)
PHETO ROSE	PT	No Allocation	PR (ANC)
RADIOKANA MAMIKIE	PT	Infrastructure & Technical Serv.	Ward 07 (ANC)
LIZAMILE BILI ( <b>DA</b> )	PT	IDP & PMS	Ward 25 (ANC)
RAMAPOTOKA GEORGE	PT	Corporate Services	Ward 16 (ANC)
RAMOKOKA AARON	PT	MPAC & Corporate Services	Ward 18 (ANC)
RASEPAE III MAGANELO ( <b>UCDP</b> )	PT	Special Projects, Community Services & Finance	PR (DA)
SEKAO HENDRICK	PT	Finance	PR (ANC)
SEKHU SELINA KEITUMETSE	PT	MPAC & Community Services	Ward 12 (ANC)
SETOU AMOS ( <b>UCDP</b> ) ( <b>EXCO MEMBER</b> )	PT	No Allocation	PR (UCDP)
	PT	LED & Rural Dev.	Ward 26 (ANC)
	FT	Corporate Services	PR (ANC)

TAU DIPUO	PT	Infrastructure & Technical Serv.	Ward 5 (ANC)
THUSI BASIMANE <b>(COPE)</b>	PT	No Allocation	PR (COPE)
TLABYANE DOTTY ROSE <b>(EXCO MEMBER)</b>	FT	Finance	PR (ANC)
TSHETLHANE DITHOTHI <b>(EXCO MEMBER)</b>	FT	Special Projects & LED	Ward 20 (ANC)
TSHITE LEKUKA	PT	MPAC & LLF	PR (ANC)
MORUAKGOMO JOEL	PT	MPAC, LLF & Special Projects	PR (ANC)
SELOTLEGO DIKELEDI JOYCE	FT	MPAC	Ward 21 (ANC)
VAVA SIPHO <b>(MPAC CHAIRPERSON)</b>	PT	Human Settlement	Ward 10 (ANC)
ZITHA LERATO			

**POLITICAL DECISION-TAKING**

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
7 August 2013	17/07/2013:	<b>REQUEST FOR APPROVAL OF FINANCIAL MANAGEMENT IMPROVEMENT PLAN 111</b>	<ul style="list-style-type: none"> <li>a) That the council adopt the Finance Management Improvement Plan 111.</li> <li>b) That management gives the MFMA Advisor full support.</li> <li>c) That the Accounting Officer submits progress reports on the plan to Council, through the relevant Committees.</li> </ul>
	18/07/2013	<b>TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR 2013/2014 FINANCIAL YEAR</b>	<ul style="list-style-type: none"> <li>a) That Council note the Top Layer Service Delivery and Budget Implementation Plan for 2013/2014 financial year.</li> </ul>
	19/07/2013	<b>APPOINTMENT OF MUNICIPAL ELECTORAL OFFICER</b>	<ul style="list-style-type: none"> <li>a) That Council rescinds the resolution taken on 27 February 2013 per item 149/02/2013 to appoint Mr K K Sefora as the Municipal Electoral Officer;</li> <li>b) That Council gives consideration to the CV of Mr Sefanyetso;</li> <li>c) That Council appoints Mr Sefanyetso as the Municipal Electoral Officer;</li> <li>d) That the Accounting Officer withdraws the appointment of Mr K K Sefora and informs the IEC accordingly.</li> </ul>
	20/07/2013	<b>CONSTRUCTION OF MULTI</b>	<ul style="list-style-type: none"> <li>a) That Council takes note of the report.</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
		<b>PURPOSE SPORTS COMPLEX AT MOKGALWANENG VILLAGE BY DEPARTMENT OF SPORTS, ARTS AND CULTURE</b>	<ul style="list-style-type: none"> <li>b) That Council approve the Resolution to support DSAC plans</li> <li>c) That memorandum of understanding be signed between the Municipality and the Department of Sports, Arts and Culture for implementation of the project.</li> </ul>
	<b>21/08/2013</b>	<b>SCHEDULE FOR PORTFOLIO, EXCO AND COUNCIL MEETINGS</b>	<ul style="list-style-type: none"> <li>a) That council take notice of the schedules and approved</li> </ul>
	<b>32/08/2013</b>	<b>TRAVEL AUTHORISATION FOR COUNCILLORS</b>	<ul style="list-style-type: none"> <li>a. That notice be taken of the report with regard to travelling authorization form for councillors</li> </ul>
<b>28 August 2013</b>	<b>30/08/2013:</b>	<b>ANNUAL PERFORMANCE REPORT FOR 2012/2013 FINANCIAL YEAR</b>	<ul style="list-style-type: none"> <li>(a) That Council approves the annual performance report for 2012/2013 financial year.</li> </ul>
	<b>31/08/2013:</b>	<b>ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2013</b>	<ul style="list-style-type: none"> <li>a. That council approves accounting policies which form the basis of the Annual Financial Statements, Council takes note of the Annual Financial Statements, with particular references to note 33 – over expenditure on administration, depreciation and bulk purchases</li> <li>b. That notice be taken of the surplus realized for the year ending 30 June 2013.</li> <li>c. That the cumulative unauthorized expenditure as per note 30 disclosure be condone.</li> <li>d. That fruitless and wasteful expenditure as per note 31 be condoned.</li> <li>e. That cumulative irregular expenditure as per note 32 be condoned.</li> <li>f. That notice be taken of councillors owing for more</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			than 90 days as note 33 of the annual financial statements.
			g. That the set of annual financial statements be approved for submission to the auditor general by the 31 August 2013
<b>32/08/2013</b>	<b>TRAVEL AUTHORISATION FOR COUNCILLORS</b>		(a) That notice be taken of the report with regard to travelling authorization form for councillors.
<b>33/08/2013</b>	<b>APPOINTMENT OF COMMUNITY SERVICES HEAD OF DEPARTMENT</b>		(a) That cognizance be taken: - Of the advertisement of the HOD: Community Services, - That shortlisting process was conducted - The approved panel conducted interview process for the Head of Department: Community Services positions - Of the report of interview for senior manager - Of the financial and legal implication of the process to fill the position for the HOD: community Services (b) That Mr Molokwane C.K. be approved for appointment as the HOD: Community Services subject to compliance with relevant legislation and regulations (c) That the Municipal Manager inform Mr Molokwane of the decision of the Council and commence the negotiations on terms and conditions of the appointment, including the date of commencement (d) That in compliance with section 54A (7) (a) of the Municipal Systems Act, as amended, the Municipal Manager makes a submission to seek concurrence of the MEC for Local Government and Traditional Affairs in the North West Province for the appointment of Mr Molokwane.
<b>22/08/2013:</b>	<b>IDP/BUDGET AND PMS</b>		a) That Council adopt the reviewed

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
		<b>PREPARATION FOR PROCESS PLAN FOR MTREF FOR 2014/2015</b>	<p>IDP/Budget/PMS Process Plan for the Financial Year 2014/2015, on the Time Schedule of Key Deadline Dates (Budget and Financial Process), the Budget Programme.</p> <p>b) That Public Participation Programme be noted as a guide for implementation and Consultative processes within the Municipality.</p> <p>c) Council to note Venues and Clustering of Public Consultation for the financial year 2014/2015 as discussed in the Portfolio Committee held on the 21 August 2013.</p> <p>d) The request also for the Speakers Office to ensure that the CLO's in the office assist the unit during mobilization of Community Consultations</p> <p>e) Joint Engagement session for councilors, Ward Committees and Community Development Workers planned for the <b>05 September 2013</b></p> <p>f) Engagement of officials briefing session which is planned for the <b>06 September 2013</b></p> <p>g) The Mayor, the Speaker and Municipal Manager to ensure that the IDP Unit publishes the programme to Traditional Leaders and placed to all accessible areas by the Community.</p> <p>h) That the briefing session of Traditional Leaders will be finalized by their engagement with the Mayor, Municipal Manager and Communications and IGR.</p>
	<b>13/07/2012:</b>	<b>PORTFOLIO COMMITTEE FOR COMMUNICATION</b>	<p>a) That Council takes note of the request</p> <p>b) That communication reports to corporate support services portfolio committee</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>228/06/2013:</b>	<b>COLLECTIVE AGREEMENTS APPLICABLE TO MUNICIPALITIES</b>	<ul style="list-style-type: none"> <li>a) That the Council notes the four agreements.</li> <li>b) That councillors be workshoped on all agreements before 09 October 2013</li> </ul>
	<b>239/06/2013:</b>	<b>DEVELOPMENT OF TEMPORARY TIME REGISTER FOR MUNICIPAL EMPLOYEES</b>	<ul style="list-style-type: none"> <li>a) That the time register template be noted.</li> <li>b) That the Time Register must include standby</li> <li>c) That monitoring of the system be in place</li> </ul>
	<b>01/07/2013:</b>	<b>ESTABLISHMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STEERING COMMITTEE</b>	<ul style="list-style-type: none"> <li>a) That the terms of reference for the Information and Communication Technology Steering Committee be noted.</li> <li>b) That the establishment of the ICT steering committee be noted.</li> </ul>
	<b>04/07/2013:</b>	<b>OCCUPATIONAL HEALTH AND SAFETY REPORT (JULY 2013)</b>	<ul style="list-style-type: none"> <li>a) That the safety reports be noted.</li> <li>b) That follow-up be made with relevant departments in addressing hazardous findings.</li> <li>c) That the section for transport arrangements for Community Services cleaners be deleted.</li> </ul>
	<b>05/07/2013:</b>	<b>REPORT ON THE SUBMISSION OF THE WSP: 2013- 2014</b>	<ul style="list-style-type: none"> <li>(a) That the report be noted</li> <li>(b) That the acknowledgement from LGSETA be noted.</li> </ul>
	<b>07/07/2013:</b>	<b>REVIEWED HR POLICY: EDUCATION, TRAINING AND DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>(a) That the reviewed policy be noted</li> <li>(b) That the policy be consulted with all departments and councilors through workshops</li> <li>(c) That following the workshops the policy be tabled to relevant portfolio and council for approval.</li> </ul>
	<b>08/07/2013:</b>	<b>JOB EVALUATION REPORT</b>	<ul style="list-style-type: none"> <li>(a) That the report be noted</li> <li>(b) That the labour be requested to submit names of representatives to serve in the district committee once an agreement is reached in terms of numbers</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>09/07/2013:</b>	<b>REVIEW OF THE TRAINING COMMITTEE MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>a) That the submitted names be noted.</li> <li>b) That all departments including the offices of the Municipal Manager, Mayor, whip and Speaker be requested to submit names</li> <li>c) That labour confirm their representatives in this committee.</li> <li>d) That one (1) employee per department serve in the Training Committee.</li> <li>e) That the Training Committee should also serve as Employment Equity Committee.</li> <li>f) That SAMWU have two (2) members and IMATU one (1) member.</li> </ul>
	<b>10/07/2013:</b>	<b>FINANCIAL REPORT FOR JUNE 2013 (5/15/1/2/1)</b>	<ul style="list-style-type: none"> <li>a) That the financial report for the quarter ending June 2013 be accepted and approved.</li> </ul>
	<b>11/07/2013:</b>	<b>MANDELA MONTH CELEBRATIONS</b>	<ul style="list-style-type: none"> <li>a) That Council notes the report</li> <li>b) That the Offices relevant proceed with implementation of the proposal as planned.</li> <li>c) That a report on the actual implementation be submitted to EXCO at its next meeting.</li> </ul>
	<b>12/07/2013:</b>	<b>WOMEN'S MONTH CELEBRATIONS FOR 2013</b>	<ul style="list-style-type: none"> <li>a) That the proposal be noted for implementation</li> <li>b) That a task team comprising officials from various departments be formed to oversee overall planning of the events</li> </ul>
	<b>13/07/2013:</b>	<b>REPORT ON THE NATIONAL DEVELOPMENT PLAN WORKSHOP</b>	<ul style="list-style-type: none"> <li>a) That the report be noted.</li> <li>b) That the Municipal Manager convene the meeting with Ramotshere Moilwa Local Municipality to resolve on the shared services for communities affected by cross boundaries between two municipalities.</li> <li>c) That a follow-up session be held between the NW Planning commission and the Integrated</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>Development Plan Unit for alignment of the NDP and the IDP document</p> <p>d) That the municipal manager facilitates the unfolding of session two.</p>
	<b>14/07/2013:</b>	<b>REPORT ON THE MAYOR'S CONSULTATIVE MEETING WITH DIKGOSI</b>	<p>a) That the report be noted</p> <p>b) That meetings be incorporated in the council corporate calendar</p> <p>c) That Office of the Speaker develop program of engaging Traditional Councils on the formal introduction of Councillors and facilitate the representation of ward councillors at Traditional Councils</p> <p>d) That the Department of Infrastructure and Technical Services must ensure representation of Traditional Councils in all project steering committees for all projects.</p> <p>e) That action plan be developed to address issues raised by Dikgosi</p>
	<b>15/07/2013:</b>	<b>PROGRESS REPORT ON THE TRANSFER OF FIRE SERVICES FROM BOJANALA PLATINUM DISTRICT MUNICIPALITY</b>	<p>a) That the Council takes note of the report.</p> <p>b) That the Inter-Governmental Relations be facilitated between MKLM and BPDM political leadership before implementation and the report be submitted to Council.</p>
	<b>16/07/2013:</b>	<b>CORPORATE CALENDAR FOR 2013/ 2014</b>	<p>a) That Council takes note of the draft corporate calendar</p> <p>b) That Council approves the draft corporate calendar</p> <p>c) That departments take cognizance of the corporate calendar as the framework of coordination</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>25/08/2013:</b>	<b>FINANCIAL REPORT FOR JULY 2013</b>	<ul style="list-style-type: none"> <li>a) That the financial report for July 2013 be accepted and approved</li> <li>b) That the council condones the expenditure on MIG roll over for the previous year projects which is waiting for the approval from the National Treasury.</li> </ul>
	<b>39/09/2013</b>	<b>RESTRUCTURING OF PORTFOLIOS</b>	<ul style="list-style-type: none"> <li>a) That notice be taken of the proposed restructuring of portfolios</li> <li>b) That Council approves the restructuring of portfolios as follows: <ul style="list-style-type: none"> <li>i. IDP, PMS, IGR and Town Planning</li> <li>ii. LED and rural development</li> <li>iii. Human Settlement</li> <li>iv. Communication and Corporate Services</li> <li>v. Finance</li> <li>vi. Community Services</li> <li>vii. Infrastructure and Technical Services</li> <li>viii. Special Projects</li> </ul> </li> </ul>
<b>29 NOVEMBER 2013</b>	<b>77/10/2013:</b>	<b>CLOSURE OF MOSES KOTANE LOCAL MUNICIPALITY OFFICES FOR THE FESTIVE PERIOD (2/6)</b>	<ul style="list-style-type: none"> <li>a) That Council Offices be closed from the 23 December 2013 until 31 December 2013 (last working day being 20 December 2013 and opening on 06 January 2014.</li> <li>b) That Essential Services of Council proceed to operate during the break.</li> <li>c) That a list of staff members required to do duty during the break be submitted.</li> <li>d) That the staff required to work during the break be duly credited with commensurate leave days</li> </ul>

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			<p>or paid the normal day's salary for the number of working days worked and paid overtime in accordance with legislation.</p> <p>e) That the relevant message be publicized through the local newspaper and be properly communicated to the community, clients and stakeholders.</p>
	<b>82/10/2013:</b>	<b>SUBMISSION OF AUDITED FIGURES FOR THE PREVIOUS FINANCIAL YEARS 2009/2010, 2010/2011 AND 2011/2012(5/1/1)</b>	<p>(a) That the report regarding the adjustments on the previous financial years be accepted and approved</p>
	<b>98/11/2013:</b>	<b>FIRST QUARTER BUDGET AND PERFORMANCE ASSESSMENT REPORT</b>	<p>a) That the report be noted</p>
	<b>103/11/2013:</b>	<b>FINANCIAL MANAGEMENT IMPROVEMENT PLAN (FMIP) ASSESSMENT REPORT</b>	<p>a) That the report be noted</p>
	<b>108/11/2013:</b>	<b>REQUEST FOR YEAR END PARTY</b>	<p>a) That Council takes note of the proposal</p> <p>b) That the year-end party be held on the 20<sup>th</sup>December 2013</p> <p>c) That year-end party budget allocation should be an amount not less than R50 000-00 and not exceeding R100 000-00</p> <p>d) That budget allocated must not be used to purchase alcohol.</p>
	<b>109/11/2013:</b>	<b>2013/2014 1<sup>st</sup> QUARTER PERFORMANCE REPORT – SEC 52 (d) OF THE MUNICIPAL FINANCE MANAGEMENT ACT</b>	<p>a) That Council take notes the 2013/2014 1<sup>st</sup> quarter report;</p> <p>b) That Council adopts the 2013/2014 1<sup>st</sup> quarter report;</p> <p>c) The Portfolio Committees closely monitor</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			quarterly performance of departments for oversight review.
	<b>110/11/2013:</b>	<b>INTERNAL AUDIT ASSESSMENT REPORT ON THE PREDETERMINED OBJECTIVES OF THE 2013/2014 1<sup>st</sup> QUARTER PERFORMANCE</b>	<ul style="list-style-type: none"> <li>a) That Council takes note of the Internal Audit assessment of pre-determined objectives of the 2013/2014 1<sup>st</sup> quarter performance report;</li> <li>b) That Council adopts the Internal Audit assessment of pre-determined objectives of the 2013/2014 1<sup>st</sup> quarter performance report;</li> <li>c) That the Accounting Officer develops remedial action lists to be monitored in quarters that follow, and ensure improvement of services</li> <li>d) That the Portfolio Committees be urged to closely monitor quarterly performance of departments for oversight review.</li> <li>e) That assessment report be tabled to MPAC and Audit Committee as the oversight bodies.</li> </ul>
	<b>122/11/2013:</b>	<b>REPLACEMENT OF LATE CLR. E. SEKONYA ON MOSES KOTANE COUNCIL</b>	<ul style="list-style-type: none"> <li>a) That the report on the replacement of the late Clr. Sekonya on the Municipal Council be noted;</li> <li>b) That Council approves the appointment of Clr. L.L. Kapari as a member of the Moses Kotane Local Municipal Council;</li> </ul>
	<b>123/11/2013:</b>	<b>DETERMINATION OF UPPER LIMITS FOR REMUNERATION OF DIFFERENT MEMBERS OF THE MUNICIPAL COUNCIL FOR THE FINANCIAL YEAR 2013/14 (5/12/1)</b>	<ul style="list-style-type: none"> <li>(a) That Council takes note of the proclamation of the determination of the upper limits for the financial year 2013/2014</li> <li>(b) That the municipality must provide all the required information to the Office of MEC.</li> <li>(c) That the payment of Councillors be effected on or before 15 December 2013</li> </ul>
<b>18 DECEMBER</b>	<b>29/08/2013:</b>	<b>PROGRESS REPORT PERMANENT APPOINTMENT OF TEMPORARY EMPLOYEES</b>	<ul style="list-style-type: none"> <li>a) That the report on the permanent appointment of temporary employees be noted.</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
<b>2013</b>		<b>FROM MOTSWI CLEANING SERVICES AND OTHER TEMPORARY EMPLOYEES WITH A SERVICES MORE THAN 1YEAR</b>	
	<b>43/09/2013:</b>	<b>CORPORATE SUPPORT SERVICES FOURTH QUARTERLY PERFORMANCE REPORTS: PERIOD JULY 2012 TO JUNE 2013</b>	<ul style="list-style-type: none"> <li>(a) That Council takes note of the report.</li> </ul>
	<b>45/09/2013:</b>	<b>SARS INVESTIGATION REPORT</b>	<ul style="list-style-type: none"> <li>a) That cognisance be taken of the SARS investigation report.</li> <li>b) That SARS be called to come and present their case to the affected employees.</li> <li>c) That Council approves the fruitless and waste full expenditure of <b>R1, 572,929.00</b> that should be paid to the receiver as a result of incorrect deduction made on the employees' salaries by the employer.</li> <li>d) That a follow up report be submitted to council to note the outcomes of the proposed engagement within SARS, affected employees as well as Pay Day Service Provider.</li> <li>e) That reimbursement on travelling be paid and taxed independently from the payroll system to avoid future penalties.</li> <li>f) That fruitless expenditure be disclosed on the Annual Financial Statement.</li> <li>g) That the CFO be mandated to develop remedial</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			action with specific timeframes.
	<b>48/09/2013:</b>	<b>IDP PUBLIC PARTICIPATION PARTICPATION SCHEDULE 1<sup>st</sup> SESSION-2014/2015</b>	<ul style="list-style-type: none"> <li>a) That Council takes note the revised dates as reflected in the report and their preparations for the consultation thereof.</li> <li>b) Traditional Leadership session is planned for the 26 September 2013.</li> </ul>
	<b>49/09/2013:</b>	<b>PROGRESS REPORT ON THE VALUATION APPEAL PROCESS - VALUATION ROLL FOR THE PERIOD 2012/2016(5/2/2)</b>	<ul style="list-style-type: none"> <li>(a) That notice is taken of the report on the valuation processes for the period 1 July 2012 to 30 June 2016.</li> <li>(b) That Council be informed of the decision of the Valuation Appeal Board on the appeal lodged by NWDC as soon as it is finalised.</li> <li>(c) That the Implementation of the first Supplementary Valuation Roll on 1 July 2013 be approved.</li> <li>(d) That constant progress report be submitted to Council.</li> </ul>
	<b>50/09/2013:</b>	<b>FINANCIAL REPORT FOR AUGUST 2013 (7/15/1/2/1)</b>	<ul style="list-style-type: none"> <li>a) That the financial report for August 2013 be accepted and noted.</li> </ul>
	<b>53/09/2013:</b>	<b>PROPOSED REZONING OF PORTION 2 OF THE FARM WAAGFONTEIN 89 JQ</b>	<ul style="list-style-type: none"> <li>a) That the applicant be responsible for all costs as a result of this application;</li> <li>b) The applicant shall be responsible for the provision and installation of all engineering services required at his own cost to the satisfaction of the municipality;</li> <li>c) The applicant to ensure compliance with all fire requirements and standards;</li> <li>d) A Site Development Plan shall be submitted to the municipality prior to the approval of the</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>building plans;</p> <p>e) Where necessary, contributions, in respect of essential services, shall be paid to the Moses Kotane Local Municipality in accordance with Section 63(1) of the Town-Planning and Townships Ordinance, No 15 of 1986.</p> <p>f) That the applicant complies with the normal building plan approval, in terms of the National Building Regulations (no construction on site should occur without any building plan approval by the Council);</p> <p>g) Any alterations or relocation of services resulting from the creation of new access points shall be at the cost of the owner;</p> <p>h) That in the event of any Telkom/Eskom apparatus being affected as a result of this application, this will take form of separate agreement between the relevant authorities and the applicant;</p> <p>i) All storm water shall be attenuated on site to the satisfaction of the Local Municipality;</p> <p>j) Where the Moses Kotane Local Municipality is not the supplier of electricity the owner shall produce proof to the satisfaction of the Moses Kotane Local Municipality that suitable arrangements for the supply of electricity to the site have been made'</p> <p>k) Any alterations or relocation of services resulting</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>from the creation of new access points shall be at the cost of the owner.</p> <p>l) Access to the site shall be to the satisfaction of the Municipality;</p> <p>m) All conditions of the Moses Kotane Local Municipality services Departments shall be complied with.</p>
	<b>54/09/2013:</b>	<b>APPLICATION FOR THE WRITTEN CONSENT OF THE COUNCIL TO USE ERF 2164 UNIT 5 SOUTH, MOGWASE, AS GUESTHOUSE INCLUDING MINI CONFERENCE FACILITY IN TERMS OF THE MOSES KOTANE TOWN PLANNING SCHEME, 2005.</b>	<p>That the application by Mr. PLE Raboshakga for a written consent of the Council to use Erf 2164 Unit 5 Mogwase for the guest house including mini conference facility be <b>approved</b>, subject to the following conditions:</p> <p>a) That should the applicant fail to comply with of the following conditions, the consent granted will not be valid and the Local Authority may suspend or withdraw the consent granted;</p> <p>b) That the permission is not to be construed as permitting the applicant to use or to erect and/or use any building thereon in any way or for any purpose prohibited under any restrictive conditions registered against the Title Deed of the said property or imposed in respect of the said property under any law relating to the establishment of townships unless and until such restrictions or prohibitions have been removed</p> <p>c) That the following conditions applicable to guest houses as per the policy must all be complied with:</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<ol style="list-style-type: none"> <li>1. The property may also be used for the purposes of a guest house which provides overnight facilities to tourists for a period not exceeding one month and which is preferably operated by the occupant of a dwelling house with the purpose of generating income and offers tourists the opportunity to experience the traditional hospitality and life style of a South African family.</li> <li>2. The number of bedrooms shall be limited to 6 bedrooms.</li> <li>3. Loose standing buildings may be used for the accommodation of guests: Provided that such building shall be appropriately designed and the effect thereof on neighbouring properties shall be taken into consideration. The building plans of such structure shall be submitted to the Municipality for approval.</li> <li>4. Meals and other facilities on the site are only to be used by the patrons of the guesthouse.</li> <li>5. A detailed site development plan which shall indicate the measures that are proposed to protect the amenity of the adjacent properties shall be submitted to the Municipality for approval. Such plan shall also indicate particulars pertaining to the size, colour, orientation and position of signs and advertisements to be</li> </ol>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>displayed on the site. The Council may require the erection of 2,4m high boundary walls and landscaping to protect any adjacent properties.</p> <p>6. The residential appearance and amenity of any existing or proposed building must be retained and encouraged to further entrench the residential character of the surrounding area.</p> <p>7. Paved parking shall be provided on the site at a ratio of one (1) parking bay per bedroom. All parking spaces together with the necessary maneuvering space shall be clearly indicated on the site development plan.</p> <p>8. The Council may approve the provision of parking on an adjoining erf within 30metres from the property if there is insufficient space on property.</p> <p>9. No occupation, completion or clearance certificates shall be issued until all on-site parking is physically constructed as indicated on the approved site development plan.</p> <p>10. No site or street advertisement may be displayed without the written approval of the Council and it shall be subject to approval in terms of the regulation applicable to advertising signs and hoarding which may be applicable to the area of the scheme.</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>11. The premises may only apply for liquor licencing according to Liquor Law 1989 (27 of 1989), for the serving of resident guests use only.</p> <p>12. No self catering may be permitted on the premises.</p> <p>13. All facilities shall be for the use of overnight guests exclusively.</p> <p>14. The design and appearance of Advertising signs shall not be disturbing to the neighbourhood. It may not of a neon type and may not be larger than 450 x 600mm and must be to the satisfaction of the Council with no commercial advertising attached.</p> <p>15. If subsequent to approval it is found that there is an interference with the amenities of the neighborhood, the Council may impose further conditions or instruct the owner to discontinue the guest house within a reasonable period of time.</p> <p>16. The owner shall satisfy the Municipality that all buildings and alterations comply with the provisions of the National Building Regulations and the National Health Regulations.</p> <p>17. The fire fighting regulations shall strictly be adhered to.</p> <p>d) That the dominant use of the property shall remain residential and the operator of the guest house shall reside in the dwelling unit;</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<ul style="list-style-type: none"> <li>e) That the applicant shall provide no other service than that of a guest house, as approved by the Municipality;</li> <li>f) That should the applicant wants to convert the whole residential character into guest house, a new application in terms of Section 56(1) of the Town Planning and Township Establishment Ordinance, 15 of 1986 for the amendment of Town Planning Scheme must be submitted to the municipality for consideration;</li> <li>g) That the applicant is only permitted to advertise on his/her property, provided that the Local Authority may grant permission for the applicant to advertise somewhere around the neighbourhood;</li> <li>h) That any additional apparatus and/or activities shall be subject to further consent application;</li> <li>i) That the Council reserves the right to cancel the approval should there be unresolved complains or concerns from the neighbours as a result of the guest house operation;</li> <li>j) That the applicant in the form of writing acknowledges the Council decision and conditions of approval within 30 days from date of confirmation of approval.</li> <li>k) All conditions of the Moses Kotane Local Municipality services departments shall be complied with.</li> </ul>
	57/10/2013:	<b>REPORT ON UNBLOCKING OF PROJECT SAULSPOORT</b>	<ul style="list-style-type: none"> <li>a) That the report be noted.</li> <li>b) That Council support the project</li> </ul>

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		<b>BY PROVINCIAL DEPARTMENT OF HUMAN SETTLEMENT, PUBLIC SAFETY AND LIASON (DHSPS&amp;L)</b>	
	<b>59/10/2013:</b>	<b>PROGRESS REPORT ON MABAALSTAD OF 500 RDP HOUSES</b>	a) That Council takes notes the report.
	<b>66/10/2013:</b>	<b>PROGRAMME OF ACTION FOR SPECIAL PROJECT</b>	a) That Council note and implement the Special Projects programme of action.
	<b>70/10/2013:</b>	<b>QUARTERLY EMPLOYEE ASSISTANCE REPORT (01 JULY 2013 TO 30 SEPTEMBER 2013)</b>	a) That the report be noted. b) That Council be provided with the progress report on the impact of the program,
	<b>72/10/2013:</b>	<b>QUARTERLY REPORT ON THE IMPLEMENTATION OF WORKPLACE SKILLS PLAN FOR 2013/2014 FINANCIAL YEAR</b>	a) That the report be noted.
	<b>73/10/2013:</b>	<b>REPORT ON PLACEMENT OF FURTHER EDUCATION TRAINING (FET) GRADUATE IN MUNICPALITIES AS OUTLINED IN NATIONAL SKILLS DEVELOPMENT STRATEGY III</b>	a) That the report be noted.
	<b>74/10/2013:</b>	<b>PLANNED TRAINING FOR THE TRAINING/EMPLOYMENT EQUITY COMMITTEE</b>	a) That the report be noted.

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	<b>75/10/2013:</b>	<b>REPORT ON THE PROPOSED MASTERS PROGRAMME IN PUBLIC INFRASTRUCTURE MANAGEMENT</b>	a) That the report be noted.
	<b>78/10/2013:</b>	<b>RE-ESTABLISHMENT OF THE MOSES KOTANE DEVELOPMENT AGENCY</b>	a) That the item be referred back.
	<b>81/10/2013:</b>	<b>FINANCIAL REPORT FOR SEPTEMBER 2013 (7/15/1/2/1)</b>	a) That the financial report for September 2013 be accepted and noted. b) That the Maintenance Plan be submitted to the next EXCO meeting.
	<b>83/10/2013:</b>	<b>FIRST QUARTER SUPPLY CHAIN MANAGEMENT REPORT</b>	a) That the content of the report be noted. b) Appointment of staff. c) Amendment of the Supply Chain Management policy. d) Compilation procedure manual for the implementation of Supply Chain Management policy. e) Procurement of working resources. f) Performance ratings of service providers g) That all Bid Committee Meetings be held as scheduled.
	<b>84/10/2013:</b>	<b>PROPOSED STANDARD PRICES FOR CATERING AND TRANSPORT SERVICES</b>	a) That the report be noted. b) That the proposed standard price be approved as follows: Catering services R 75.00 per plate (Lunch) Breakfast R 40.00 per plate Transport Services R 15.00 per kilometre

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<ul style="list-style-type: none"> <li>c) That if the recommendation (b) above is approved then suppliers be rotated as per the data base.</li> <li>d) That the SCM policy be amended accordingly.</li> </ul>
	<b>86/10/2013:</b>	<b>CORPORATE SERVICES FIRST QUARTERLY PERFORMANCE REPORT: PERIOD JULY2013 TO SEPTEMBER 2013</b>	<ul style="list-style-type: none"> <li>a) That Council takes note of the report.</li> </ul>
	<b>87/10/2013:</b>	<b>COMMUNITY SERVICES FIRST QUARTERLY PERFORMANCE REPORT FOR JULY 2013 TO SEPTEMBER 2013</b>	<ul style="list-style-type: none"> <li>a) That Council takes note of the First Quarter Performance report for July- September 2013.</li> </ul>
	<b>88/10/2013:</b>	<b>CLEANING OF MUNICIPAL FACILITIES (COMMUNITY HALLS AND ZONAL OFFICES)</b>	<ul style="list-style-type: none"> <li>a) That Council takes note of the report.</li> <li>b) That EPWP funds be used to immediately recruit two (2) temporary workers for each facility for the period of six months.</li> <li>c) That the structure be reviewed to accommodate caretakers/cleaners for all facilities within MKLM.</li> <li>d) That the EPWP policy be reviewed and aligned with other spheres of government</li> </ul>
	<b>99/11/2013:</b>	<b>SUPPLY CHAIN MANAGEMENT MONTHLY REPORT FOR OCTOBER 2013</b>	<ul style="list-style-type: none"> <li>(a) That the contents of the report be noted.</li> </ul>
	<b>100/11/2013:</b>	<b>LOCAL ECONOMIC DEVELOPMENT FIRST QUARTERLY PERFORMANCE REPORT: PERIOD JULY2013 TO SEPTEMBER 2013</b>	<ul style="list-style-type: none"> <li>(a) That Council takes note of the report.</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>101/11/2013:</b>	<b>FORMULATION OF ASSET DISPOSAL COMMITTEE</b>	<p>a) That the report on the formulation of an Asset Disposal Committee be approved.</p> <p>b) That the below committee membership as proposed be approved</p> <ul style="list-style-type: none"> <li>• Asset Manager</li> <li>• HOU: ICT</li> <li>• HOU: SCM</li> <li>• HOU: Budget, Reporting and Expenditure</li> <li>• HOU: Town Planning</li> <li>• HOU: IDP</li> <li>• HOD Infrastructure / HOU : PMU</li> <li>• Manager : Fleet Management</li> </ul> <p>(c) That Supply Chain Policy be amended accordingly.</p>
	<b>102/11/2013:</b>	<b>ATTENDANCE OF BID COMMITTEES FROM 01 AUGUST TO OCTOBER 2013</b>	<p>a) That the contents of the report be noted.</p> <p>b) That the Accounting Officer must ensure that appropriate measures are taken to remedy the situation.</p>
	<b>104/11/2013:</b>	<b>HOUSING FIRST QUARTERLY PERFORMANCE REPORT: PERIOD JULY 2013 TO SEPTEMBER 2013</b>	(a) That Council takes note of the report.
	<b>105/11/2013:</b>	<b>PLANNING &amp; DEVELOPMENT FIRST QUARTERLY PERFORMANCE REPORT: PERIOD JULY 2013 TO SEPTEMBER 2013</b>	(a) That Council takes note of the report.
	<b>106/11/2013:</b>	<b>IDP COMMUNITY CONSULTATIONS REPORT</b>	<p>a) That Council takes note of the Community Priority Consultation Report</p>

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		<b>FOR THE FINANCIAL YEAR 2014/2015</b>	b) That the Council takes note that the IDP sessions are completed.
	<b>111/11/2013:</b>	<b>PMS FRAMEWORK FOR 2013/2014 FINANCIAL YEAR</b>	a) That Council takes note of the PMS framework for 2013/2014.
	<b>112/11/2013:</b>	<b>CIRCULAR 3/2013: FINAL REDETERMINATION OF MUNICIPAL BOUNDARIES</b>	a) That the circular be noted.
	<b>114/11/2013:</b>	<b>DRAFT PLAN FOR MAYORAL IMBIZO 2013</b>	a) That the draft plan be noted and approved b) That venue be selected and confirmed c) That the task team commence with preparations of the Mayoral Imbizo d) That the post Imbizo report inclusive of the expenditure be presented to Council for noting.
	<b>115/11/2013:</b>	<b>INFRASTRUCTURE &amp; TECHNICAL SERVICES QUARTER 1 REPORT</b>	a) That the reports be noted.
	<b>125/11/2013:</b>	<b>IMPLEMENTATION OF THE EPWP YOUTH IN HUMAN SETTLEMENT PILOT PROGRAM</b>	a) That Council approves the project. b) That Council provide venues for learner training and project meetings. c) That Council assists to identify learners within the walking distance of the housing development site.
<b>31 JANUARY 2014</b>	<b>166/01/2014:</b>	<b>PREMIER'S LEGACY PROJECT</b>	It is recommended that Council: (a) Takes note of the Projects recorded on page 6 of the letter from the Department of COGTA dated 24/01/2014 (b) Approves the projects subject to alterations informed by the Municipal IDP document 2013/2014.
	<b>143/12/2013:</b>	<b>MID-YEAR BUDGET AND</b>	a. That Council takes note of the contents of the

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
		<b>PERFORMANCE ASSESSMENT FOR 2013/14 FINANCIAL YEAR (9/1/2/4)</b>	<p>report.</p> <p>b. That the 2013-2014 budget be Adjusted in terms of Section 72 (3) of the MFMA, 2003 as indicated in the body of the report and submitted in February 2014 for consideration.</p>
	<b>152/01/2014:</b>	<b>ANNUAL REPORT FOR 2012/2013 FINANCIAL YEAR</b>	<p>(a) That Council considers the contents of the annual report for 2012/2013 financial year.</p> <p>(b) That MPAC facilitate the oversight processes for the purpose of the annual report 2012/2013.</p> <p>(c) That the Accounting Officer in accordance with Section 21A of the Municipal System Act</p> <p>(i) Make public notice of the annual report</p> <p>(ii) Invite the local community to representation in connection with Annual Report</p> <p>(iii) Submit the report to the Auditor General, Provincial Treasure and National Treasury</p>
	<b>158/01/2014:</b>	<b>2013/2014 SECOND QUARTER PERFORMANCE REPORT (OCTOBER – DECEMBER 2013)</b>	<p>a) That the Council notes the report</p> <p>b) That Portfolio Committees should monitor the implementation and compliance of the SDBIP as adopted</p>
	<b>165 /01/2014:</b>	<b>PROPOSAL FOR THE MUNICIPAL STRATEGIC PLANNING SESSION</b>	<p>a) That Council approves the Strategic planning session</p> <p>b) That the strategic planning be held at EXCO and extended management levels including the Speaker, Single Whip and MPAC Chairperson;</p> <p>c) That Strategic planning session be held on the 12 – 14 February 2014.</p> <p>d) That the Accounting Officer confirms and communicates the final dates and venues for the sessions based on the availability of members and other stakeholders.</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>167/01/2014:</b>	<b>DETERMINATION OF UPPER LIMITS FOR REMUNERATION OF DIFFERENT MEMBERS OF THE MUNICIPAL COUNCIL SALARIES, ALLOWANCES AND BENEFITS OF COUNCILLORS FOR THE FINANCIAL YEAR 2013/14 (5/12/1)</b>	<ul style="list-style-type: none"> <li>(a) That council be paid 5% across the board increase with effect 1 July 2013 according to Grade 3 Municipal Council</li> <li>(b) That councillors who will be receiving the travelling allowance should keep a log book for the running cost separating business and personal trips</li> <li>(c) That councillors who use municipal vehicles for official trips should not be entitled to travelling allowance</li> <li>(d) That councillors who wish to structure their packages to include, travelling, housing and other allowances in their salary structure should make written submission to the Accounting Officer</li> <li>(e) That all councillors be paid cell phone allowance of R1 739.00 per month</li> <li>(f) That special risk covers be implemented with effect from 2014/2015 financial year after the following processes has been followed: <ul style="list-style-type: none"> <li>• Councillors have submitted their property details</li> <li>• The Municipal Valuer has evaluated their properties to determine the value to be used for the cover, and</li> <li>• Such special risk cover be implemented subject to availability of funds</li> </ul> </li> <li>(g) That concurrence from the MEC be sought after council approval before implementation of the gazette.</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
<b>28 FEBRUARY 2014</b>	<b>187/02/2014</b>	<b>APPOINTMENT OF ACTING HEAD OF DEPARTMENT INFRASTRUCTURE AND TECHNICAL SERVICES</b>	<ul style="list-style-type: none"> <li>a. That Council notes that the post of Head of Department Infrastructure and Technical Services is vacant from 01 March 2014</li> <li>b. That Mr Pogiso Shikwane, the current Head of Department: Corporate Services, be appointed acting, HOD: Infrastructure &amp; Technical Services until the post is filled, but not exceeding three months.</li> <li>c. That the Accounting Officer advertise and ensures that the advert complies with Chapter 3 of the Local Government Regulations on the appointment and conditions of employment of senior managers – Government Gazette no. 37245 dated 17 January 2014</li> <li>d. That the Accounting Officer strictly monitors and fast-tracks the appointment of the HOD: Infrastructure &amp; Technical Services to be completed within 3 months from March 2014.</li> </ul>
	<b>137/12/2013:</b>	<b>CLAIM FOR RETENTION MONEY BY VAN HEERDEN CONSTRUCTION – MMOROGONG/PADI ROADS (36MKLM/2005/2006)</b>	<ul style="list-style-type: none"> <li>a. That the report on the claim by Van Heerden Construction for retention monies on project 36MKLM/2005/2006, Mmorogong Padi Roads, be noted.</li> <li>b. That payment of the retention monies to Van Heerden Construction in the amount of R 521 324.00 be approved.</li> <li>c. That the retention amount be paid from the Municipality's Operational Budget and be provided for in the adjustments budget for 2013/2014 as per section 28 of the Local Government: Municipal Finance Management Act, Act No. 56 of 2003.</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>173/02/2014</b>	<b>ALLOCATION OF LAND FOR SPECIAL ECONOMIC ZONE PROJECT</b>	<p>It is recommended that the application for donation of municipal owned land for the development of Special Economic Zone be approved by council subject to the following conditions:</p> <ul style="list-style-type: none"> <li>a. That Department of Planning and Development engage with the department to determine the suitable area where the Special Economic Zone could be established;</li> <li>b. That the identified area with an extent of 100ha be donated by the municipality for the purpose of establishing the Special Economic Zone project;</li> <li>c. That all planning requirements and legislation be complied with prior to any construction taking place.</li> </ul>
	<b>176/02/2014</b>	<b>FINANCIAL REPORT FOR JANUARY 2014 (7/15/1/2/1)</b>	<ul style="list-style-type: none"> <li>a) That the financial report for January 2014 be accepted and noted.</li> </ul>
	<b>177/02/2014:</b>	<b>REPORT ON FREE BASIC ELECTRICITY(7/15/1/2/1)</b>	<ul style="list-style-type: none"> <li>(a) That the report on free basic electricity indigents be noted</li> <li>(b) That the recommendation as reflected in the body of the report be adopted and approved for immediate implementation.</li> <li>(c) That the Office of the Speaker be mandated to obtain the spread sheet and maps of all villages from Statistics South Africa.</li> </ul>
	<b>178/02/2014:</b>	<b>SUPPLY CHAIN MANAGEMENT REPORT FOR THE MONTH ENDING JANUARY 2014</b>	<ul style="list-style-type: none"> <li>(a) That Council notes the contents of the report.</li> <li>(b) That the schedule of deviation attached be disclosed in the Annual Financial Statements for the financial year ending 30 June 2014.</li> </ul>
	<b>185/02/2014</b>	<b>ADJUSTMENTS BUDGET 2013/2014 (15/1/1/)</b>	<ul style="list-style-type: none"> <li>(a) That in terms of Section 28(2) of the Municipal</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION (2013/2014)	RESOLUTION/S
			<p>Finance management Act, 2003 (Act 56 of 2003) the proposed 2013/2014 Adjustment Budget be approved as set out in the following tables as contained in Annexure A:</p> <ul style="list-style-type: none"> <li>4.1.1 Adjustments Budget summary. B1</li> <li>4.1.2 Adjustments Budget Financial Performance. (standard classification)B2</li> <li>4.1.3 Adjustments Budget Financial Performance. (revenue and expenditure by municipal vote)B3</li> <li>4.1.4 Adjustments Budget financial performance. (revenue and expenditure)B4</li> <li>4.1.5 Adjustments Capital Expenditure Budget by vote and funding. B5</li> <li>4.1.6 Adjustments Budget Financial Position. B6</li> <li>4.1.7 Adjustment Budget Cash Flows. B7</li> <li>4.1.8 Cash backed reserves/accumulated surplus reconciliation. B8</li> <li>4.1.9 Asset Management. B9</li> <li>4.1.10 Basic service delivery measurement. B10</li> </ul> <p>(b) That a Capital Replacement Reserve, in terms of GRAP be established and that an amount of R9 000 000 be transferred from the Accumulated Surplus Account to the CRR</p> <p>(c) That a separate investment account be opened for this purpose.</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
<b>31 MARCH 2014</b>	<b>208/03/2014:</b>	<b>REPORT FROM MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) ON COMPLIANCE WITH SECTION 129 OF THE MUNICIPAL FINANCE MANAGEMENT ACT, 56 OF 2003</b>	<p>Resolved that:</p> <ul style="list-style-type: none"> <li>a) Council notes that the MPAC will not be able to table the oversight report of the 2012/2013 annual report today, 31 March 2014, as required by section 129 (1)</li> <li>b) The Auditor General is not present in today's meeting</li> <li>c) A Special Council sitting will be requested in order for the MPAC to table the 2012/2013 annual report oversight report. It is anticipated that the Special Council will sit on or before 16<sup>th</sup> April 2014</li> </ul>
	<b>09/07/2012:</b>	<b>MOSES KOTANE SPAZA SHOP/TUCK-SHOP POLICY (15/1/P)</b>	<ul style="list-style-type: none"> <li>a) That the Moses Kotane Spaza/tuck-shop policy be approved and adopted as a legal policy to guide the approval of Spaza shops within the jurisdiction of Moses Kotane Local Municipality.</li> <li>b) That before implementation, Traditional Leaders &amp; Communities be work-shopped on the implementation.</li> </ul>
	<b>24/08/2013:</b>	<b>REPLACEMENT OF DEMOCRATIC ALLIANCE CLR. RAKATANE BY NEW COUNCILLOR, CLR. BILI</b>	<ul style="list-style-type: none"> <li>a) That the report on the replacement of Clr. Rakatane by Clr. Bili of the Democratic Alliance on the Moses Kotane Municipal Council be noted;</li> <li>b) That Council approves the appointment of Clr. Bili as a member of the Moses Kotane Municipal Council.</li> <li>c) That Clr. Bili be sworn in as a Councillor by the Magistrate of the Mankwe Madikwe Magisterial District.</li> </ul>
	<b>76/10/2013:</b>	<b>PROGRESS REPORT ON GRIEVANCES</b>	<ul style="list-style-type: none"> <li>a) That the report be noted.</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>116/11/2013:</b>	<b>HR REPORT ON APPOINTMENTS, TERMINATIONS AND PROMOTIONS</b>	a) That the report be noted.
	<b>117/11/2013:</b>	<b>EXPIRY OF TERM OF OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b>	a) That the report be noted. b) That the departments be requested to nominate new representatives. c) That the nominated representative should be given the required skill and be monitored.
	<b>118/11/2013:</b>	<b>REPORT ON PREPARATION ON THE DEVELOPMENT OF THE WORKPLACE SKILLS PLAN FOR 2014/2015 FINANCIAL YEAR</b>	a) That the report be noted b) That the inputs be made regarding the development of the new WSP.
	<b>119/11/2013:</b>	<b>REVIEWED HR POLICIES</b>	a) That the report be noted. b) That the workshop on the Reviewed HR policies be conducted.
	<b>122 /11/2013:</b>	<b>EMPLOYEE SPORTS ACTIVITIES</b>	a) That the report be noted. b) That the Budget for sporting activities be included in the Employee Wellness Program. c) That employees be encouraged to have Medical Aid for sports
	<b>134/12/2013</b>	<b>OCCUPATIONAL HEALTH AND SAFETY REPORT: INSPECTIONS.</b>	a) That the safety reports be noted.
	<b>135/12/2013</b>	<b>OCCUPATIONAL HEALTH AND SAFETY REPORT: MEDICAL SURVEILLANCE</b>	a) That the safety reports be noted.
	<b>136/12/2013</b>	<b>OCCUPATIONAL HEALTH AND SAFETY REPORT: TRAINING ON FIRST AID LEVEL 1 AND 2</b>	a) That the safety reports be noted.

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>138 /12/2014:</b>	<b>FINANCIAL REPORT FOR OCTOBER 2013 (7/15/1/2/1)</b>	a) That the financial report for October 2013 be accepted and noted.
	<b>139/12/ 2013:</b>	<b>UPDATED SUPPLIER DATABASE REPORT FOR THE QUARTER ENDING DECEMBER 2013.</b>	a) That the supplier database update report be accepted and noted b) That the database information be submitted by the Accounting Officer
	<b>140/12/2013:</b>	<b>APPROVAL OF SERVICE LEVEL AGREEMENT, PROPOSED PROJECTS AND CO-FUNDING BY THE MUNICIPALITY IN RESPECT OF THE ANGLO AMERICAN AND INVESTMENT CLIMATE FACILITY (ICF) CAPACITY BUILDING PROJECTS.</b>	a) That the Municipal Manager is authorized to sign the attached Service Level Agreement on behalf of Council. b) That the Municipal Manager sign the attached letter of commitment on behalf of Council c) That provision is made on the budget and IDP for the various financial years for the proposed projects
	<b>141/12/ 2013:</b>	<b>ASSESSMENT, IMPLEMENTATION AND COMPLIANCE TO THE PROCUREMENT PLAN</b>	a) That the item be referred back
	<b>142/12/2013:</b>	<b>REPORT ON STORES</b>	(a) That the write-off of stock to the value of R1164.64 be approved. (b) That stock surplus adjustments to the value of R103 792.51 be approved.
	<b>ITEM144/12/2013:</b>	<b>FINANCIAL REPORT FOR NOVEMBER 2013 (7/15/1/2/1)</b>	a) That the financial report for November 2013 be accepted and noted.
	<b>146/12/2013:</b>	<b>FINANCIAL REPORT FOR DECEMBER 2013 (7/15/1/2/1)</b>	a) That the financial report for December 2013 be accepted and noted.
	<b>149/01/2014:</b>	<b>MUNICIPAL YEAR END</b>	a) That Council takes note of the report of the year

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
		<b>FUNCTION HELD ON 20 DECEMBER 2013</b>	<p>end party.</p> <p><b>b)</b> That Council approves the year end party report held on 20 December 2013.</p>
	<b>150/01/2014:</b>	<b>RESUBMISSION OF PROGRESS REPORT PERMANENT APPOINTMENT OF TEMPORARY EMPLOYEES FROM MOTSWI CLEANING SERVICES AND OTHER TEMPORARY EMPLOYEES EXCEEDING 12 MONTHS</b>	<p><b>a)</b> That Council concurs with the appointment of all temporary employees with services exceeding 12 month as per attached list.</p>
	<b>151/11/2013:</b>	<b>REPORT ON FRAUDULENT TRANSACTION WITH SERVICE PROVIDER</b>	<p><b>a)</b> That Council takes note of the report.</p>
		<b>MUNICIPAL BANK ACCOUNTS/ABSA FRAUD</b>	<p><b>a)</b> That the progress report on the fraudulent transactions on the Municipal bank accounts be noted.</p> <p><b>b)</b> That the Municipality withholds the termination of service of the employee to the pension fund until the outcome of the case against him is known.</p>
	<b>157/01/2014:</b>	<b>MEMORANDUM OF AGREEMENT: MOSES KOTANE COMMUNITY DEVELOPMENT CONSORTIUM</b>	<p><b>a)</b> That the report on the establishment of a Memorandum of Agreement with the Moses Kotane Community Development Consortium be noted.</p> <p><b>b)</b> That the establishment of the Memorandum of Agreement with the Moses Kotane Community Development Consortium be approved.</p> <p><b>c)</b> That the Municipal Manager be authorized to sign the Memorandum of Agreement on behalf of</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>municipality.</p> <p>d) That the Moses Kotane Community Development Consortium submits documents to substantiate their status.</p> <p>e) That the MKCDC profile be availed to the relevant department including verification of the members.</p>
	<b>162/01/2014:</b>	<b>REPORT ON MEETING WITH DIKGOSI</b>	<p>a) That the report be noted</p> <p>b) That action plan be distributed to all HODs for implementation and feedback</p> <p>c) That progress report on the implementation of the action plan be presented to Council during the next meeting.</p>
	<b>163/01/2014:</b>	<b>REPORT ON THE COMMUNICATION STAKEHOLDER FORUM MEETING</b>	<p>a) That Council considers the report</p> <p>b) That Council take note of the report</p>
	<b>169/02/2014:</b>	<b>DRAFT IDP REVIEW FOR FINANCIAL YEAR 2014/2015</b>	<p>(a) That the Council notes the Draft IDP review for financial year 2014/2015,</p> <p>(b) That the Council notes that Heads of Departments and Heads of Units will embark on a strategic sessions to analyse their budget to give an indication of (MTREF) allocation, each department to provide its 3 years projections in order to guide budgeting process.</p>
	<b>182/02/2014:</b>	<b>THE OFFICIAL OPENING OF MOGWASE LIBRARY AND CONFIRMATION OF THE NAME.</b>	<p>a) That Council takes note of the report on the official opening of Mogwase community library.</p> <p>b) That Council confirms the official opening of the library during the month of April 2014.</p> <p>c) That the Speaker appoints a committee that will</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			look into name change
	<b>184/02/2014:</b>	<b>MUNICIPAL FLEET STATUS REPORT</b>	<ul style="list-style-type: none"> <li>a) That Council takes note of the vehicle status report.</li> <li>b) That all the above mentioned old and high mileage vehicles be sold on public auction.</li> <li>c) That water tanker and yellow fleet to be increased to ease the current workload.</li> <li>d) That subject to availability of funds, new fleet be purchased.</li> </ul>
	<b>188/03/2014:</b>	<b>EASTER PRAYING SESSION 2014 FOR COUNCILLORS AND EMPLOYEES</b>	<ul style="list-style-type: none"> <li>a) That the proposal be noted</li> <li>b) That the proposal with budget projections be submitted to events management committee for approval</li> <li>c) That the close out report on the Easter praying session be submitted to council.</li> </ul>
	<b>189/03/2014</b>	<b>IDP PUBLIC PARTICIPATION PROCESS 2<sup>ND</sup> SESSION 2014/2015</b>	<ul style="list-style-type: none"> <li>(a) That the revised dates &amp; venues of the 2<sup>nd</sup> session schedule, starting from 02 April 2014 until 16 April 2014, with 11 clusters be noted.</li> <li>(b) That the draft IDP for financial year 2014/2015 will be adopted by council at the end of March 2014, and advert for comments and inputs on the draft IDP will be published in the local newspaper for 21 days starting from the 1<sup>st</sup> April 2014 to 5 May 2014.</li> <li>(c) That the IDP community consultation should run concurrently with the people's forum.</li> </ul>
	<b>204/03/2014:</b>	<b>ICT AUDIT AND IMPLEMENTATION STRATEGY</b>	<ul style="list-style-type: none"> <li>(a) That the ICT Strategy be approved for implementation.</li> <li>(b) That the Municipal Manager signs the service level agreement with the service provider.</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>207/03/2014:</b>	<b>DRAFT BUDGET AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2014/2015 TO 2016/2017 (5/1/1-2014/2015)</b>	<p>(c) That a presentation be done to councillors.</p> <p>1. That the draft annual budget of the municipality for the financial year 2014/15 and the multi-year and single-year capital appropriations be approved.</p> <p>2. That the Moses Kotane Local Municipality Council, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2014:</p> <p>2.1 the tariffs for property rates – as set out in Annexure B</p> <p>2.2 the tariffs for the supply of water – as set out in Annexure A</p> <p>2.3 the tariffs for sanitation services – as set out in Annexure A</p> <p>2.3 the tariffs for solid waste services – as set out in Annexure A</p> <p>3. That the municipality be permitted to enter into long-term loans for the funding of the capital programmes in respect of the 2014/15 financial year limited to an amount of R9,000,000 million for the 2014/15 financial year of the MTREF in terms of Section 46 of the Municipal Finance Management Act.</p> <p>3.1 That the Municipal Manager be authorised to sign all necessary agreements and documents to give effect to the above lending programme.</p> <p>4. That the salaries for officials and section 56 managers be adjusted with effect from 1<sup>st</sup> July</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>2014 based on the percentage as approved by the South African Local Government Bargaining Council.</p> <p>5. That the amendments to the following Budget related policies be approved as indicated in the policy documents hereto attached.</p> <p>6. That the resolution for the payment of performance bonuses be rescinded and that it be implemented for the 2014/2015 financial year</p>
<b>15 APRIL 2014</b>	<b>MPAC 206/04/2014:</b>	<b>MUNICIPAL PUBLIC ACCOUNTS COMMITTEE OVERSIGHT REPORT ON THE ANNUAL REPORT FOR 2012/2013 FINANCIAL YEAR</b>	<p><b>Community Comments:</b></p> <ul style="list-style-type: none"> <li>• MPAC Chairperson and his committee must be congratulated for the job well done</li> <li>• Councillors must convene monthly community meetings</li> <li>• Ward committee reports must be considered by MKLM leadership</li> <li>• Unauthorized expenditure Material loss – it is good for such issues to be raised by Auditor General and the MPAC to deal with them.</li> <li>• Irregular expenditure of prior years' which was not dealt with- Council must take note of the ward accountability to deal with the matter</li> <li>• Explanation on the findings of the irregular expenditure of R6 million</li> <li>• Money spent on material loss on water leakages could have been spent on job creation</li> <li>• Concern by Councillors to host sectional community meetings and the fact that ward committee meetings' reports that are not taken</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>seriously by MKLM especially on health related issues. Congratulated the municipality for achieving almost 80% of service delivery needs with exception of health issues.</p> <p><b>RESOLVED</b></p> <p>(a) That Council takes note of the Municipal Public Accounts Committee's oversight report, including minutes and attendance register, Issues raised by the stakeholders and MPAC recommendations</p> <p>(b) That Council approves the oversight report.</p> <p>(c) That Council approves the 2012/2013 annual report without reservations</p> <p><b>Comments by Auditor General:</b></p> <ul style="list-style-type: none"> <li>• Thanked the Speaker for the opportunity.</li> <li>• Observations from auditing period – Reputation oath to ensure auditing for public confidence.</li> <li>• Accountability process is ongoing</li> <li>• Three years back, the municipality could not account and received disclaimer</li> <li>• For 2012/2013 the municipality has properly accounted</li> <li>• The municipality is still facing challenges in service delivery reporting which must be the focus in going ahead to this financial year.</li> <li>• SDBIP versus annual reports</li> <li>• Congratulate management for the well-presented reports on the action plan</li> <li>• MKLM is one of the success stories to tell. The Municipal Manager and the Mayor honoured</li> </ul>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>their commitment through the clean audit</p> <ul style="list-style-type: none"> <li>• MKLM is setting the tone by getting unqualified audit report which is remarkable story to be told especially in a rural area.</li> <li>• Thanked the Municipal Manager and her management team for the excellent working relationship</li> </ul> <p><b>Comments by the MKLM Mayor:</b></p> <ul style="list-style-type: none"> <li>• Humbled by the presence and assistance of the Auditor General's office which is not be felt by Communities now and hopefully to be felt through improvements in service delivery.</li> <li>• Thanked the AG's continuous support and wished them safe</li> </ul>
	<b>209/04/2014:</b>	<b>VETTING OF MUNICIPAL EMPLOYEES</b>	<ol style="list-style-type: none"> <li>a) That Council notes the correspondence from the SSA regarding the vetting of personnel;</li> <li>b) That Council concurs with the vetting process to be implemented in the Municipality;</li> <li>c) That Council notes that the vetting process should be extended to other officials as outlined in paragraph 2 (d) above.</li> <li>d) That the accounting officer gives a report on the progress of the vetting process implemented at the EXCO and Council meetings.</li> </ol>
	<b>210/04/2014:</b>	<b>SETTLEMENT OF LEGAL DISPUTE – INGWE WASTE AND MAKGADI PROPERTY DEVELOPMENT CC JOINT VENTURE</b>	<ol style="list-style-type: none"> <li>a) That notice is taken of the report on the claim submitted by Ingwe Makgadi JV.</li> <li>b) That Council approve the expenditure of R 5 501 238.72 in full and final settlement of the dispute, being the claim for short payment on additional households of 11 068.</li> </ol>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			c) That the expenditure to the amount of R5 501 238.72 be done in terms of Section 29 of the MFMA which is seen as unforeseen, unavoidable and irregular expenditure.
<b>30 MAY 2014</b>	<b>27/08/201</b>	<b>INTERNAL TRANSFER OF STAFF FORM AS TEMPORARY MEASURES</b>	a) That the form be noted by Council.
	<b>71/10/2013:</b>	<b>DRAFT POLICY ON INTERNAL TRANSFERS</b>	a) That the report be noted by Council. b) That the draft policy be approved. c) That the Council be work shopped before its implementation.
	<b>201/03/2014:</b>	<b>SUBMISSION OF THE EMPLOYMENT EQUITY REPORT JAN 2014</b>	a) That the report be noted by Council. b) That the Municipal Manager considers having a dedicated person to look into the implementation of the Employment Equity Act.
	<b>203/03/20</b>	<b>CIRCULAR 6/2014: LOCAL GOVERNMENT REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF SENIOR MANAGERS</b>	a) That the report be noted. b) That the regulations be adhered to accordingly. c) That the Councillors be work shopped.
	<b>211/04/2014:</b>	<b>MUNICIPAL CORPORATE GOVERNANCE ICT POLICY FRAMEWORK (MCG-ICTPF)</b>	a) That the Council approves the Policy Framework. b) That the Councillors be workshopped on the policy.
	<b>212/04/2014</b>	<b>ICT POLICIES</b>	a) That the Council approves the policy; b) That Councillors be workshopped on the policy.
	<b>217/04/2014</b>	<b>PROPOSED M.T.N. BASE STATION – CALTEX GARAGE</b>	(a) That the report on the application by M.T.N to renew the lease agreement for the base station

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
		<b>(7/1/4/1) (15/1/8)</b>	<p>on portion 1 of the farm Klipfontein 60JQ be noted.</p> <p>(b) That the application by MTN to renew the lease agreement for a further period of 9 years and 11 months be approved.</p> <p>(c) That the Municipal Manager be authorized to sign the renewal lease agreement with MTN.</p>
	<b>218/04/2014:</b>	<b>REVISED DELEGATIONS OF AUTHORITY AND TERMS OF REFERENCE (2014/2015) (2/5/2)</b>	<p>a) That the System of Delegation of Authority and Terms of Reference for the Moses Kotane Local Municipality be approved.</p> <p><b>b)</b> That the System of Delegation of Authority and Terms of Reference for the Moses Kotane Local Municipality be approved.</p>
	<b>219/04/2014</b>	<b>EMPLOYEE ASSISTANCE QUARTERLY REPORT (OCTOBER 2013-DECEMBER 2013)</b>	<p>a) That the report be noted.</p> <p><b>b)</b> That employee satisfaction survey be conducted to assess the impact of the program</p>
	<b>221/05/2014:</b>	<b>FINANCIAL REPORT FOR MARCH 2014 (7/15/1/2/1)</b>	<p><b>a)</b> That the financial report for March 2014 be accepted and noted.</p>
	<b>222/05/2014:</b>	<b>THIRD QUARTER BUDGET AND PERFORMANCE ASSESSMENT REPORT</b>	<p>a. That the report be noted</p>
	<b>224/05/2014:</b>	<b>PHASE II – PROVISION OF HIGH MAST LIGHTS FOR BOJATING, GA-RAMOKOKA, MMOROGONG AND PHADI</b>	<p>a) That this project be treated as a turn-key project.</p> <p>b) That council approves these projects for inclusion in the Integrated Development Plan.</p>
	<b>225/05/2014:</b>	<b>REVIEWED INTEGRATED DEVELOPMENT PLAN (IDP) FOR THE FINANCIAL YEAR 2014/2015</b>	<p>(a) That Council note the reviewed IDP document for the financial year 2014/2015.</p> <p>(b) That only budgeted projects are kept in the document and resolutions for different projects will</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>be requested as an when funding is received from stakeholders.</p> <p><b>(c)</b> That the final IDP be approved by Council on the 30 May 2014.</p>
	<b>228/05/2014:</b>	<b>THIRD QUARTERLY PERFORMANCE REPORT FOR JANUARY TO MARCH 2014</b>	<p>(a)That notice be taken of the contents of the third quarterly performance report for the period January –March 2014.</p>
	<b>229/05/2014:</b>	<b>FINAL BUDGET AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2014/2015 TO 2016/2017 (5/1/1-2014/2015)</b>	<ol style="list-style-type: none"> <li>1. That the Final annual budget of the municipality for the financial year 2014/15 and the multi-year and single-year capital appropriations be approved.</li> <li>2. That the Council Moses Kotane Local Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2014:             <ol style="list-style-type: none"> <li>2.1 the tariffs for property rates – as set out in Annexure B</li> <li>2.4 the tariffs for the supply of water – as set out in Annexure A</li> <li>2.3 the tariffs for sanitation services – as set out in Annexure A</li> <li>2.5 the tariffs for solid waste services – as set out in Annexure A</li> </ol> </li> <li>3. That the municipality be permitted to enter into long-term loans for the funding of the capital programmes in respect of the 2014/15 financial year limited to an amount of R9, 000,000 million for the 2014/15 financial year of the MTREF in terms of Section 46 of the Municipal Finance Management Act.</li> </ol>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
			<p>3.1 That the Municipal Manager be authorised to sign all necessary agreements and documents to give effect to the above lending programme.</p> <p>4. That the salaries for officials and section 56 managers be adjusted with effect from 1<sup>st</sup> July 2014 based on the percentage as approved by the South African Local Government Bargaining Council.</p> <p>5. That the amendments to the following Budget related policies be approved as indicated in the policy documents hereto attached.</p> <p>6. That the resolution for the payment of performance bonuses be rescinded and that it be implemented for the 2014/2015 financial year.</p> <p>7. That an amount of R37, 295,000 be transferred from the Accumulated Reserve to the Capital Replacement Reserve as stipulated in the capital budget for the 2014/2015 financial year.</p>
	<b>230/05/2014:</b>	<b>APPOINTMENT OF SELECTION PANEL FOR THE POSITION OF HEAD OF DEPARTMENT INFRASTRUCTURE AND TECHNICAL SERVICES:SECTION 12 OF THE REGULATIONS ON THE APPOINTMENT AND CONDITIONS OF SENIOR MANAGERS</b>	<p>a) That the appointment of the above be considered for the Selection panel in the recruitment process of the position of HOD: Infrastructure and Technical Services.</p> <p>b) That the following names be included:</p> <ul style="list-style-type: none"> <li>• Clr M.F Mokati-Thebe(Mayor)</li> <li>• Clr M.Z Matshaba (whip)</li> </ul>
	<b>231/05/2014:</b>	<b>TUSSENKOMS RUIGHOEK BULK WATER SUPPLY</b>	<p>a) That Council approves the handing over of the project to Magalies Water.</p>

MONTH	ITEM No.	ITEM DESCRIPTION	RESOLUTION/S
	<b>233/05/2014:</b>	<b>REQUEST FOR THE EXTENSION OF ACTING PERIOD: MR P. P. SHIKWANE</b>	<ul style="list-style-type: none"> <li>a) That the approval for the extension of the acting of Mr P.P. Shikwane in the position of the HOD be granted.</li> <li>b) That the acting period for Mr P.P Shikwane be extended until the appointment of the new HOD: Infrastructure and Technical Services is finalized.</li> </ul>
	<b>234/05/2014:</b>	<b>INCLUSION OF INFRASTRUCTURE PROJECTS IN THE INTEGRATED DEVELOPMENT PLAN (IDP)</b>	<ul style="list-style-type: none"> <li>a) That Council approval be granted for the project list to be included in the Integrated Development Plan 2014/2015.</li> </ul>

The above resolutions are taken by Council through recommendations of Exco. Exco considers submissions made by the various Portfolio committees. Management sees to the implementation of the resolutions. The above resolutions have been implemented.

## 2.2 ADMINISTRATIVE GOVERNANCE

### INTRODUCTION TO ADMINISTRATIVE GOVERNANCE

*Note: MFMA section 60 (b): The Municipal Manager of a municipality is the accounting officer of the municipality for the purposes of this Act and must provide guidance on compliance with this Act to political structures; political office bearers, and officials of the municipality and any entity under the sole or shared control of the municipality.*

Section 82 of the Municipal Structure Act 117 of 1998 amended that the Municipality must appoint the Municipal Manager, who is the head of Administration and therefore Accounting Officer.

Section 51(i) of the Systems Act states that the municipality must organise its administration in a manner that enables it to hold the Municipal Manager accountable for the overall performance of the municipality.

Municipal Manager must manage the communication between the political structure and office-bearers and the administration(S 55(1)(j) of the Systems Act). The Municipal Manager has to exercise responsibilities subject to the policy directions of the Council. As the Accounting Officer, the Municipal Manager is also responsible for all income and expenditure, all assets and discharge of liabilities of the municipality and the compliance with the municipal finance management legislation.

In terms of section 55 of the Local Government: Municipal Systems Act 32 of 2000, as amended the Municipal Manager as head of administration is subject to policy directives of the Municipal Council responsible for the formation and development of an efficient, economical, effective and accountable administration and must manage the municipality in accordance with all legislation and policies pertaining to Local Government. In terms of Section 54 of Local Government: Municipal Systems Act 32 of 2000, as amended, the Council in consultation with the Municipal Manager must appoint managers who are directly responsible to the Municipal Manager and who must have the relevant and requisite skills and expertise to perform the duties associated with the posts they each occupy.

The Municipal Manager and Directors forms the Senior Management core and all directors are accountable to the Municipal Manager in terms of strategic management and oversight of their departments. All budget expenditure in each directorate is managed by the relevant director in order to ensure that service delivery matters are handled quickly.

## TOP STRUCTURE

	<b>Ms Nono Dince</b> <b>Municipal Manager</b>	As head of administration and Accounting Officer of the municipality the Municipal Manager is subject to the policy directions of the municipal Council and is responsible and accountable for duties and responsibilities outlined under Section55 of the Local Government: MSA, Act 32 of 2000, as amended and any other relevant duties as may be delegated by the Mayor and Council
	<b>Mr. P Shikwane</b> <b>Head of Department:</b> <b>Corporate Services</b>	The Head of Department is responsible for establishing and maintaining structures, with the parameters of legality and good governance, that will provide Administration that is appropriately relevant, Legal Support, Human Resource Management; and IT

	<b>Ms O Ndlovu</b> <b>Chief Financial Officer</b>	<p>This Department is responsible for ensuring effective and efficient strategic management of the finance portfolio, which includes budgetary management, financial accounting management, SCM, Credit Control Management, investment and banking, treasury management, and risk management.</p>
	<b>Head of Infrastructure &amp; Technical services (vacant)</b>	<p>This Department is responsible for all Water, Sanitation, Electricity and Roads Services of the Municipality as well as well-established and well maintained infrastructure that will stimulate growth, resulting in a broader income base, and that will encourage taxpayers to sustain payments because of well-established and well-maintained infrastructure</p>
	<b>Mr C Molokoane</b> <b>Head of Department: Community Services</b>	<p>This Department is responsible for Environmental Health, Traffic, Security and Library Services</p>

	<b>Mr. A Sefanyetso</b> <b>Head of Department:</b> <b>Planning &amp; Development</b>	This Department is responsible for Housing, Town Planning LED Services
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## COMPONENT B: INTERGOVERNMENTAL RELATIONS

### INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTERGOVERNMENTAL RELATIONS

*Note: MSA section 3 requires that municipalities exercise their executive and legislative authority within the constitutional system of co-operative governance envisaged in the Constitution section 41.*

The municipality shares platform with and at the following forums:

- Provincial sector departments and private sector stakeholders through (but not limited to) the IDP representatives forums. Other engagements are held as and when necessary.
- SALGA working committee groups where respective councillors attend;
- Provincial Municipal Managers' forum;
- District IGR forum
- Provincial Communicators' forum

The municipality was identified as one of 7 pilot municipalities by the Department of Local Government and Traditional Affairs for the LG Management Improvement Model assessment, which is a self-assessment process on the management practices and work place capabilities, moderated by the Provincial Department.

## COMPONENT C: PUBLIC ACCOUNTABILITY AND PARTICIPATION

### OVERVIEW OF PUBLIC ACCOUNTABILITY AND PARTICIPATION

*Note: MSA section 17 (2): requires a municipality to establish and organise its administration to facilitate a culture of accountability amongst its staff. Section 16 (1): states that a municipality must develop a system of municipal governance that complements formal representative governance with a system of participatory governance. Section 18 (a) - (d): requires a municipality to supply its community with information concerning municipal governance, management and development.*

MPAC is established in terms of section 79 of the Municipal Structures Act and performs an oversight function on behalf of Council.

MPAC undertakes and manages similar functions and responsibilities for the municipalities, as undertaken by the Standing Committee of Public Account in the national and provincial legislatures, except for certain powers regarding subpoena of individuals. In the case of any irregular expenditure or any fruitless and wasteful expenditure incurred by the municipality or municipal entities, the MPAC has the right to call upon the Accounting Officer of the Municipality or the Chairperson of the municipal entity's board of Directors to appear before it to provide information or clarity.

The MPAC may engage directly with the public and consider public comments when received and be entitled to request for documents or evidence from the Accounting Officer of the Municipality.

Section 129(4) of the MFMA further provides for the issuance of guidance on the manner in which municipal councils should consider annual reports and conduct public hearings, and the functioning and composition of any public accounts or oversight committees established by the council to assist it to consider an annual report.

### 2.4 PUBLIC MEETINGS

#### COMMUNICATION, PARTICIPATION AND FORUMS

Public communication and participatory initiatives :

The adopted communication strategy has an action plan that makes provision for communication with all internal and external stakeholders. Current communication forums initiatives are as below:

Internally the following mechanisms are used:

- Internal memo for notices, announcements
- Short message service
- Emails
- Notice boards
- Policy workshops, information sharing sessions and training

For external communication we use the following channels

- Public notices
- Municipal Newsletter which reflects on council decisions, programmes public participation and

events

- Loud hailing
- Media liaison - MKLM uses both the electronic/ print media, both mainstream and community for effective communication with communities and stakeholders. However there is only one community radio station within the municipal jurisdiction. As a result, the municipality has to use national and community media which can hamper communication efforts.

The municipality's website has been revamped and populated with information though there are still challenges relating to timeous updating thereof especially with regard to legislative prescriptions.

No opinion surveys have been conducted.

LGMSA 2000, Chapter 5 and Section 28(1) and 29 indicate the following:

Preparation of a Process Plan for annual review is reflected below:

2.1.1 *Section 28 (1) each municipal council within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan.*

- Chapter 4 indicates that the municipality must through appropriate mechanisms, processes and procedures consult its local community before adopting the process.
- The Municipality must also give notice to the local community of particulars of the process it intends to follow.

2.1.2 *Section 29 (1) indicates the process to be followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan must:*

- (a) Be in accordance with a predetermined programme specifying timeframes for different steps
- (b) Through appropriate mechanisms process and procedures establish in terms of chapter 4, as follows:
  - I. The local community to participate in the drafting of the integrated development plan, and
  - II. Organs of state, including traditional authorities and other role players to be identified and consulted on the drafting of the IDP
  - III. The local community to be consulted on its developmental needs analysis and priorities
- (c) To provide for the identification of all plans and planning requirements binding on municipality in terms of national and provincial legislation, and
- (d) Be consistent with any other matter that may be prescribed by regulation

Sessions for public consultation are held twice in a year in all 109 villages. The 31 wards are grouped in 12 clusters where wards are grouped in one venue for needs analysis and priority projects discussions around the first consultations.

The second consultations are confirmations and discussions on the approved budget for implementation of the development of the Service Delivery and Budget Implementation Plan. The same cluster system is used but venues are changed to ensure all wards and villages are considered.

During the course of the year, comments and questions are received and are addressed during meetings of community representatives and Councillors.

Mining houses are engaged with the development of social labour plans. Where feasibility studies have not been undertaken challenges arise. Sector departments are also engaged but they do not adhere to the needs analysis and they impose projects in our communities sometimes without the

municipal knowledge or them reflected in the IDP document. All the steering committee meetings and forums are held quarterly. And engagements are encouraged for our communities to see the municipality in which they receive a hearing when requested.

Public participation has involved communities in various activities such as policy formulation, budgeting, identification, implementation and monitoring of projects. It has improved in such a way that it created the need for the community to learn more about their rights, and to understand local government and the constraints under which it functions.

Public participation has assisted in ensuring that resources are employed where they are most wanted and needed. It has allowed affected people to make decision regarding issues that affects them openly. But the challenge continues where communities find it difficult that their needs are not met and the municipality is not delivering as required.

Needs are endless and challenge is budget constraint in all 107 villages. The community have ownership of the documents and projects implemented in their areas as they were consulted on them.

Forums:

Currently there is no coordinated and integrated approach for service delivery forums hence departments are individually handling their own sector forums where there is always duplication of programmes and issues of mutual interest. However for 2014/2015 financial year there are plans to have an integrated stakeholder engagement plan inclusive of all departments. This will to a certain extent, improve efficiency and effectiveness of the forums

## 2.5 IDP PARTICIPATION AND ALIGNMENT

IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	No
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	Yes

\* Section 26 Municipal Systems Act 2000

## COMPONENT D: CORPORATE GOVERNANCE

## OVERVIEW OF CORPORATE GOVERNANCE

There is an established Municipal Public Accounts Committee and a shared Audit Committee in place and functional. There is compliance with legislation and regulations that govern the municipality. The municipality ensures that there is accountability and transparency in the running of its affairs. The municipality also engages its stakeholders in identification of their needs during public participation.

### 2.6 RISK MANAGEMENT

#### RISK MANAGEMENT

*Note: MFMA section 62 (i) (c) requires a municipality to have and maintain an effective, efficient and transparent system of risk management.*

In the 2013/2014 financial year the municipality held a risk assessment workshop in which strategic risks were identified. The top five risks identified are 1) non- compliance with legislation, regulation and contract; 2) loss of income; 3) Lack of coordination of potential local economic development opportunities;4) Ineffective change management; and 5) Poor quality infrastructure. The municipality has budgeted for the implementation of risk management in the 2014/2015 financial year

### 2.7 ANTI-CORRUPTION AND FRAUD

#### FRAUD AND ANTI-CORRUPTION STRATEGY

*Note: See Chapter 4 details of Disciplinary Action taken on cases of financial mismanagement (T 4.3.6). MSA 2000 s 83 (c) requires providers to be chosen through a process which minimizes the possibility of fraud and corruption.*

For the year under review, the municipality did not have a fraud and anti-corruption plan or strategy. There was however participation during the Provincial engagements. A draft strategy was developed but not adopted.

Financial control measures are implemented to ensure that managers take accountability for transactions entered into, where the managers have to vouch for services being rendered and goods delivered before payment is made. Managers sign payroll sheets on a monthly basis to vouch for employees on the payroll.

There is monthly reporting and monitoring on procurement procedures compliance and corrective measures are taken to improve performance. The municipality has bid committees where none of the councilors take part.

The municipality utilizes the services of the Bojanala Platinum District Municipality Audit Committee. No cases of fraud or corruption were reported in the current financial year.

### 2.8 SUPPLY CHAIN MANAGEMENT

#### OVERVIEW SUPPLY CHAIN MANAGEMENT

*Note: MFMA section 110 - 119; SCM Regulations 2005; and relevant MFMA circulars set out required processes and guidance manuals to help ensure that SCM arrangements provide appropriate goods and services, offer best value for money and minimize the opportunities for fraud and corruption.*

There has been improvement in terms of the implementation of the municipal SCM policy in the last financial year 2013/2014/. With reference to the Auditors report of the previous year the SCM got disqualification expect for exception that arises in prior year and yet unresolved.

Section 117 of the MFMA (act no.56 of 2003) is fully compliant with. Not all officials in the SCM has reached the minimum competency levels. Three of the practitioners are still undergoing training on MFMA competency levels. Lower level (clerks) employee will also be consider for the same training in the next financial year.

#### 2.9 BY-LAWS

##### COMMENT ON BY-LAWS:

MSA 2000 s11 (3) (m) provides municipal councils with the legislative authority to pass and implement by-laws for the betterment of the community within the terms of the legislation.

No new by-laws were introduced during 2013/14

#### 2.10 WEBSITES

Municipal Website: Content and Currency of Material		
Documents published on the Municipality's / Entity's Website	Yes / No	Publishing Date
Current annual and adjustments budgets and all budget-related documents	Yes	May 2013
All current budget-related policies	Yes	May 2013
The previous annual report (2012/13)	No	
The annual report (2013/14) published/to be published	No	
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act (2013/14) and resulting scorecards	Yes	Aug 2013
All service delivery agreements (2013/14)	No	
All long-term borrowing contracts (2013/14)	No	
All supply chain management contracts above a prescribed value (give value) for 2013/14	No	
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during Year 1	No	
Contracts agreed in 2013/14 to which subsection (1) of section 33 apply, subject to subsection (3) of that section	No	

Public-private partnership agreements referred to in section 120 made in 2013/14	No	
All quarterly reports tabled in the council in terms of section 52 (d) during 2013/14	No	

#### COMMENT MUNICIPAL WEBSITE CONTENT AND ACCESS:

Training for all finance staff will be conducted on submission of information.

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#### 2.11 PUBLIC SATISFACTION ON MUNICIPAL SERVICES

##### PUBLIC SATISFACTION LEVELS

No public satisfaction with municipal service delivery surveys were carried out.

## CHAPTER 3 – SERVICE DELIVERY PERFORMANCE (PERFORMANCE REPORT PART I)

### INTRODUCTION

Moses Kotane Local Municipality is a Water Service Authority and Water Service Provider at the same time. The Municipality is supplied with 75% of surface water and 25% of underground water. The bulk of the water is from the Valkop Water Treatment Plant which operated by Magalies Water Board and supplies the area on the eastern side (Mankwe) of the Municipality. The western side (Madikwe) of the municipality is mostly reliant on underground water.

## COMPONENT A: BASIC SERVICES

This component includes: water; waste water (sanitation); and a summary of free basic services.

### INTRODUCTION TO BASIC SERVICES

Magalies Water Board supplies Moses Kotane Local Municipality with bulk water which is not sufficient to meet the demand.

#### **Challenges**

- Ageing of Infrastructure
- Lack of funding
- Shortage of skilled personnel
- Theft and Vandalism(borehole equipment)
- Boreholes Drying out
- Water Loss
- Lack of Call Centre
- Delays on appointment of personnel

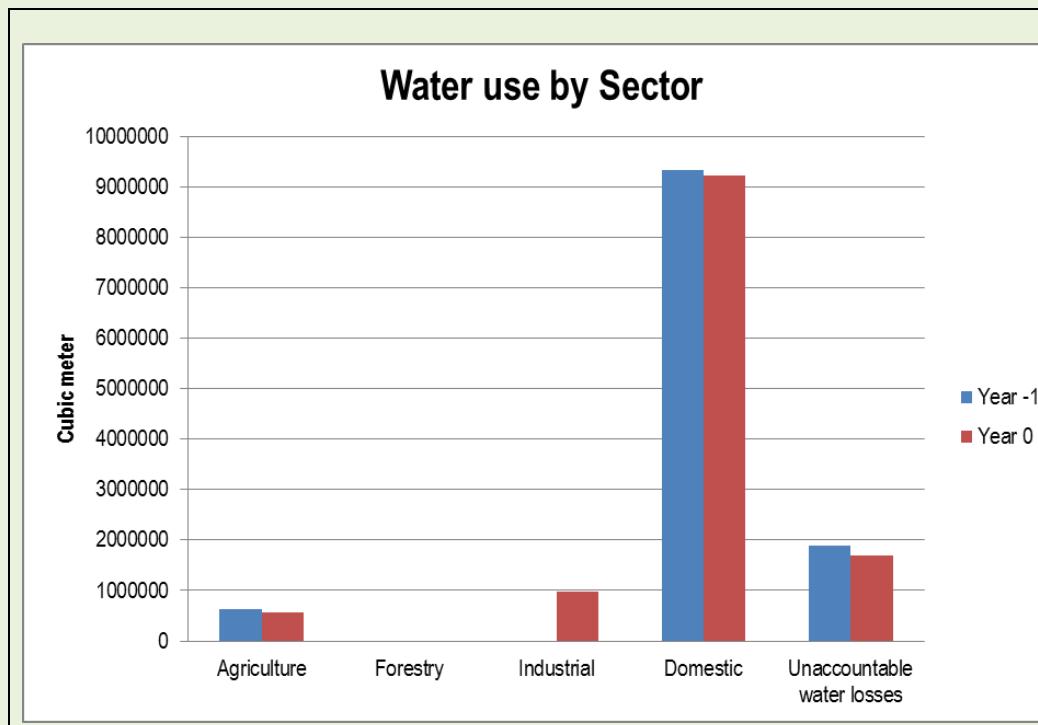
### 3.1. WATER PROVISION

#### INTRODUCTION TO WATER PROVISION

The Municipality is currently involved in a project on water conservation and demand management. The project entails the zoning of bulk meters, replacement of malfunctioning meters and also installing Mogwase Complex bulk meter.

The municipality also caters for indigent population by providing subsidised water and sanitation services.

Total Use of Water by Sector (cubic meters)					
	Agriculture	Forestry	Industrial	Domestic	Unaccountable water losses
2012/2013	628672	0	754406	9336335	1886017
2013/2014	565391	0	972484	9233891	1696176



#### COMMENT ON WATER USE BY SECTOR:

The municipality has a high volume of unaccountable water loss due to unmetered stand pipes, hydrants and illegal connections.

Water Service Delivery Levels		Households
Description	2013/2014	
	Actual No.	
<b>Water: (above min level)</b>		
Piped water inside dwelling	28267	
Piped water inside yard (but not in dwelling)	25510	
Using public tap (within 200m from dwelling )	10064	
Other water supply (within 200m)	15745	
<i>Minimum Service Level and Above sub-total</i>	79586	
<i>Minimum Service Level and Above Percentage</i>	89%	
<b>Water: (below min level)</b>		
Using public tap (more than 200m from dwelling)	9698	
Other water supply (more than 200m from dwelling)	0	
No water supply		
<i>Below Minimum Service Level sub-total</i>	9698	
<i>Below Minimum Service Level Percentage</i>	11%	
<b>Total number of households*</b>	<b>89</b>	

Households - Water Service Delivery Levels below the minimum		Households	
Description	2013/14		
	Original Budget No.	Adjusted Budget No.	Actual No.
<b>Formal Settlements</b>			
Total households			79586
Households below minimum service level			15745
Proportion of households below minimum service level			20%
<b>Informal Settlements</b>			
Total households			702
Households below minimum service level			702
Proportion of households below minimum service level			100%

## Access to Water

Water Service Policy Objectives Taken From IDP						
Service Objectives  Service Indicators	Outline Service Targets	2012/13		2013/14		
		Target	Actual	Target		Actual
		*Previous Year		*Previous Year	*Current Year	
<b>Households without minimum water supply</b>	Number of hh provided with water below RDP standard	3000	2500	3000	5000	2967
<b>Ensure water supply</b>	Sufficient maintenance of infrastructure	2136	2436	2100	2200	2 536
<b>Ensure water quality</b>	Compliance on Blue Drop	80%	69%	85%	85%	79%

	Households with access to water points	Households with access to piped water	Households receiving 6 kl free
2013/2014	30 000	40 000	70 000

Employees: Water and Sanitation Services					
Job Level	2012/13	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
1-5		56	34	22	39%
5-8		6	4	2	33%
8-11		12	6	6	50%
11-12		6	3	3	50%
12-14		18	12	6	33%
15-16		10	6	4	40%
17-18		5	3	2	40%
18-25		2	2	0	0%
Total		115	70	45	

Financial Performance 2013/14: Water Services					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>	150749	138241	138241	138680	0%
Expenditure:					
Employees	19897	22124	19764	22403	1%
Repairs and Maintenance	13629	6777	14499	13520	99%
Other	91334	107366	107048	119165	11%
<b>Total Operational Expenditure</b>	124860	136267	141311	155088	14%
<b>Net Operational Expenditure</b>	-25888	-1974	3070	16408	

Capital Expenditure 2013/14: Water Services						
Capital Projects	2013/14					R' 000
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value	
Total All	19234	11611	10492	-83%		
Ground Water Optimization	12000	4378	2381	-80%	280	
Refurbishment of Water	5300	5300	5300	0%	150	
Makhoshong 2Water	850	850	1526	80%	320	
Letlhakeng	1084	1084	1285	19%	90	

#### COMMENT ON WATER SERVICES PERFORMANCE OVERALL:

The service is the first priority as indicated by communities in the IDP engagement sessions. The reason for variance was due to late appointment of contractors which was further perpetuated by challenges faced on the ground.

### 3.2 WASTE WATER (SANITATION) PROVISION

#### INTRODUCTION TO SANITATION PROVISION

The municipality provide sanitation services of high level of service to two townships of Madikwe and Mogwase. The households of 4536 and industrial are catered by the Mogwase Waste Water Treatment Plant at the capacity of 4.0ML per day. The Mogwase Waste Water Treatment Plant is currently operating at 80%. The Madikwe Sewage ponds services Madikwe Township and parts of Pella. There is no effluent discharge from the ponds, everything evaporates.

In areas below minimum level of service, the Municipality provides VIP toilets through projects funded by MIG.

Description	Sanitation Service Delivery Levels	
	*Households	
	2013/2014	Actual No.
<b><u>Sanitation/sewerage: (above minimum level)</u></b>		
Flush toilet (connected to sewerage)	4519	
Flush toilet (with septic tank)	4062	
Chemical toilet	0	
Pit toilet (ventilated)	1000	
Other toilet provisions (above min.service level)	0	
<i>Minimum Service Level and</i>		
<i>Above sub-total</i>	10 000	
<i>Minimum Service Level and</i>		
<i>Above Percentage</i>	88.0%	
<b><u>Sanitation/sewerage: (below minimum level)</u></b>		
Bucket toilet	0	
Other toilet provisions (below min.service level)	702	
No toilet provisions	702	
<i>Below Minimum Service Level</i>		
<i>sub-total</i>	1	
<i>Below Minimum Service Level</i>		
<i>Percentage</i>	12.0%	
<b>Total households</b>	<b>12</b>	

Description	Households - Sanitation Service Delivery Levels below the minimum		
	Households		
	Original Budget No.	Adjusted Budget No.	Actual No.
<b>Formal Settlements</b>			
Total households			75153
Households below minimum service level			23750
Proportion of households below minimum service level			31.6%
<b>Informal Settlements</b>			
Total households			702
Households below minimum service level			702
Proportion of households below minimum service level			100%

Waste Water (Sanitation) Service Policy Objectives Taken From IDP						
Service Objectives <i>Service Indicators</i> (i)	Outline Service Targets (ii)	2012/2013		2013/2014		
		Target *Previous Year (iii)	Actual (iv)	Target *Previous Year (v)	Actual *Current Year (vi)	
						(vii)
Number of households provided with sanitation above RDP standard		0	5000	0	0	4519
Number of households provided with VIP toilets		5000	849	5000	1650	1000
VIP management strategy developed		0	0	0	100%	30%
% improvement of the green drop status		75%	29%	29%	85%	16%

Employees: Sanitation Services					
Job Level	2012/13	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
1-5	14	18	13	4	22%
8-11	1	1	1	0	0%
12-14	4	6	3	1	17%
15-16	1	1	1	0	0%
<b>Total</b>	<b>19</b>	<b>25</b>	<b>17</b>	<b>5</b>	

Financial Performance 2013/14: Sanitation Services					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>	7623	10467	10167	10142	-3%
Expenditure:					
Employees	3334	4598	31120	750	-513%
Repairs and Maintenance	416	890	1342	1152	23%
Other	946	4813	4563	4778	-1%
<b>Total Operational Expenditure</b>	4696	10301	37025	6680	-54%
<b>Net Operational Expenditure</b>	-2927	-166	26858	-3462	95%

Capital Expenditure 2013/14: Sanitation Services					
Capital Projects	2013/14				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	11837	16500	13310	11%	
Rural Sanitation Programme 3	11837	16500	13310	11%	

#### COMMENT ON SANITATION SERVICES PERFORMANCE OVERALL:

The service is the first priority as indicated by communities in the IDP engagement sessions. The reason for variance was due to late appointment of contractors which was further perpetuated by challenges faced on the ground. The project however is a programme which will be completed in the 2014/15 financial year.

#### 3.3 ELECTRICITY

##### INTRODUCTION TO ELECTRICITY

*Note: Recent legislation includes the Electricity Amendment Acts 1989; 1994; 1995; and the Electricity Regulation Act 2006.*

The Electricity Unit is not providing electricity at household level. This municipality is relying on ESKOM for the provision of electricity.

Employees: Electricity Services					
Job Level	2012/3013	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
1-5	4	4	4	0	0%
15-16	1	1	1	0	0%
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0%</b>

Financial Performance 2013/14: Electricity Services					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>					
Expenditure:					
Employees	508	1831	610	536	88%
Repairs and Maintenance	201	535	475	246	52%
Other	6219	8047	9646	8563	89%
<b>Total Operational Expenditure</b>	<b>6928</b>	<b>10413</b>	<b>10731</b>	<b>9345</b>	<b>87%</b>
<b>Net Operational Expenditure</b>	<b>6928</b>	<b>10413</b>	<b>10731</b>	<b>9345</b>	

Capital Expenditure 2013/14: Electricity Services					R' 000	
Capital Projects	2013/14					Total Project Value
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget		
Total All	9000	9000	6693	-34%		
Phase II Ramokokastad, Bojating, Morogong and Phadi	5000	5000	1949	-62%	5000	
Vrede/Seshibitswe High Mast Lights	4000	4000	3682	-9%	4000	

#### COMMENT ON ELECTRICITY SERVICES PERFORMANCE OVERALL:

The erection of High Mast Lights within villages is of utmost importance for the reduction of crime. The municipality of Moses Kotane is rural.

The maintenance of street lights is performed in-house where theft of transformers and cables hamper service delivery. Arrests have been made which will hopefully improve the situation. Furthermore, with deeper excavation at installation or the use of aluminum in the place of copper cables, theft may be reduced.

#### 3.4 WASTE MANAGEMENT (THIS SECTION TO INCLUDE: REFUSE COLLECTIONS, WASTE DISPOSAL, STREET CLEANING AND RECYCLING)

##### INTRODUCTION TO WASTE MANAGEMENT

The municipality has aligned its waste management activities to the National standard for weekly Refuse Collection in that:

- Service providers have been contracted to collect household waste on a weekly basis
- A Waste Officer has been employed
- Awareness campaigns are conducted
- Planned household wheelie bin distribution is underway

Challenges:

- Inconsistency with waste collection
- Inaccessibility of roads in the community
- Illegal dumping



#### **Successes and Achievements:**

- A team was organised to tour Ekurhuleni, Rooikraal Landfill Site; the aim was to be exposed to the functioning of a proper landfill site.
- A new landfill site has been developed in Mogwase and the experience from the Ekurhuleni tour will be employed
- Fostered stakeholder relations with Sun City's Environmental Department and conducted a clean-up campaign in Ledig
- Katlego Buy-back centre was visited to learn about the operation of a buy-back centre.
- A buy-back centre was constructed within the new Mogwase landfill site
- On the 28th -30th of March 2014, we hosted 7 schools at an educational camp, this was to create awareness about environmental management and career options within the field.
- A workshop was organised with PETCO and PRASA, the aim was to expose local recycling companies and individuals to the opportunity within the industry. This was also a good platform to encourage separation at source as the waste that is eventually taken to the landfill site will be reduced

The Municipality has contracted 9 waste collectors as service providers. These service providers service the 31 wards found within the municipality. The service providers conduct weekly household waste collections and they dispose this waste in the 2 registered landfill sites, which are Mogwase and Madikwe landfill sites.

The Municipality does not conduct recycling; however we have undertaken to link the reclaimers with recycling companies.

Top three service delivery priorities and the impact on them during the year:

#### **1. Waste Collection**

- Waste Collections services have been on going and have improved waste management in the communities.

#### **2. Clearing of illegal waste dumps**

- Identified illegal dumps have been cleaned however after a few weeks they go back to the same state as found.

#### **3. Environmental Awareness Creation**

- Environmental awareness creation has been happening on a quarterly basis and has been rolled out across the municipality; this has helped to educate the communities on waste management.

Measures taken to improve performance during the year include:

- Monthly meetings are held with waste collection service providers to discuss the progress made with waste collection in the different wards.
- The employment of the North West Youth for Jobs in Waste (NWYJ) team to facilitate awareness creation has helped to disseminate environmental management information to all the wards of the municipality.

The municipality offers free waste collection services to indigent families as identified by the municipality. During environmental door to door campaigns, people in need of basic services are identified and incorporated into our environmental management strategy. The Environment and Waste Management Unit, has appointed nine waste collection service providers to render waste collection in the 31 wards found within the municipality

Description	Households			
	2010/2011	2011/2012	2012/2013	2013/2014
	Actual No.	Actual No.	Actual No.	Actual No.
<b><u>Solid Waste Removal: (Minimum level)</u></b> Removed at least once a week <i>Minimum Service Level and Above sub-total</i> <i>Minimum Service Level and Above percentage</i>	64 125	64 125	75 193	75 193
<b><u>Solid Waste Removal: (Below minimum level)</u></b> Removed less frequently than once a week Using communal refuse dump Using own refuse dump Other rubbish disposal No rubbish disposal <i>Below Minimum Service Level sub-total</i> <i>Below Minimum Service Level percentage</i>	Once a week household only			
<b>Total number of households</b>	<b>64 125</b>	<b>64 125</b>	<b>75 193</b>	<b>75 193</b>

Households - Solid Waste Service Delivery Levels below the minimum						
Description	Households					
	2010-2011	2011-2012	2012/13	2013/14		
	Actual No.	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
<b>Formal Settlements</b>						
Total households	64 125	64 125	75 193			75 193
Households below minimum service level						
Proportion of households below minimum service level						
<b>Informal Settlements</b>						
Total households						
Households ts below minimum service level						
Proportion of households ts below minimum service level						

T 3.4.3

Waste Management Service Policy Objectives Taken From IDP									
Service Objectives  Service Indicators (i)	Outline Service Targets  (ii)	2012-2013		2013-2014			Year 1	Year 3	
		Target  *Previous Year (iii)	Actual  (iv)	Target  *Previous Year (v)		Actual  (vi)	Target  *Current Year (viii)	*Current Year (ix)	*Following Year (x)
<i>Provision of weekly collection service per household (HH)</i>	Provide waste collection to all wards	64125	64125	64125	79601	75193	80000	85000	90000
<i>Future capacity of existing and earmarked (approved use and in council possession) waste disposal sites</i>	Establish transfer stations	none	none	none	Conduct feasibility study to determine amount of transfer stations	Awaiting appointment of service provider to conduct feasibility study			
<i>Proportion of waste that is recycled</i>	Establish buy back centre to initiate recycling	Establishment of buy back centre	Buy back centre established	Buy back centre established	Commissioning of buy back centre	Awaiting official opening and employment of staff	fully operational	fully operational	fully operational
<i>Proportion of landfill sites in compliance with the Environmental Conservation Act 1989.</i>	1. Clean up of Madikwe landfill site 2. Apply for closure permit for Mogwase old landfill site 3. Inception of operations at new Mogwase landfill site	Construction of new landfill site in Mogwase	Completed	Application submitted for closure permit for Mogwase old landfill site	Closure license received	Contractor awaiting appointment for second phase for rehabilitation of the old landfill site			

Employees: Solid Waste Management Services					
Job Level	(2012/2013)		(2013/2014)		
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
1-5	0	16	0	16	100%
12-14	0	2	0	2	100%
15 - 16	1	2	2	0	0%
18 - 25	1	1	1	0	0%
<b>Total</b>	<b>2</b>	<b>21</b>	<b>3</b>	<b>18</b>	<b>86%</b>

Employees: Waste Disposal and Other Services					
Job Level	2012/13	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
Total	0	0	0	0	
Service outsourced					

Financial Performance 2013/14: Waste Disposal and Other Services					
R'000					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>	22776	20790	20790	20925	1%
Expenditure:					
Employees	561	638	900	573	-10%
Repairs and Maintenance	405	2490	990	554	-78%
Other	19749	17122	17322	19140	12%
<b>Total Operational Expenditure</b>	20715	20250	19212	20267	0%
<b>Net Operational Expenditure</b>	-2061	-540	-1578	-658	22%

Capital Expenditure 2013/14: Waste Management Services						R' 000
Capital Projects	(2013/2014)					Total Project Value
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget		
Total All	9301	0	3892	-58%		
Rehabilitation of Old Mogwase Landfill site	9301	0	3892	-58%		

#### COMMENT ON WASTE MANGEMENT SERVICE PERFORMANCE OVERALL:

- 1 Rehabilitation of Mogwase landfill site, phase one of this project was completed within the reporting year and was within budget.
- 2 Rehabilitation and fencing of illegal dumping sites, it is projected that this project can be attained within the allocated budget.
- 3 Rehabilitation and construction of Madikwe Landfill Site
- 4 Rehabilitation and fencing of illegal dumping sites, variances of OPEX and CAPEX are not projected. Likely variations to the approved project value could arise due to inflation on operating equipment.

#### 3.5 HOUSING

##### INTRODUCTION TO HOUSING

Everyone has the right to have access to adequate housing. Key to the roles and responsibilities of Local Government is to ensure the provision of services to communities in a sustainable manner. Priority of Moses Kotane is to eradicate informal settlements and mud houses in our villages. Housing has been a cornerstone of Moses Kotane since 2003. The objectives of human settlements are:

1. have the municipality accredited as a housing developer
2. have all the incomplete housing projects unblocked
3. accelerate access to housing

The municipality's challenge arises from the fact that implementation of the top structure is mandated to the provincial human settlement, and not the municipality. Ever rising backlog, illegal occupation of land and RDP houses and blocked housing projects.

Percentage of households with access to basic housing			
Year end	Total households (including in formal and informal settlements)	Households in formal settlements	Percentage of HHs in formal settlements
2013/14	75153	14 427	19.2%

Employees: Housing Services					
Job Level	2012/2013	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
12-14	1	3	1	2	67%
15- 16	4	4	4	0	0%
17 - 18	2	2	2	0	0%
18 - 25	1	1	1	0	0%
<b>Total</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>2</b>	<b>20%</b>

Financial Performance 2013/14: Housing Services					
Details	2012/2013	2013/2014			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>					
Expenditure:					
Employees	4219	5922	4906	4532	-31%
Repairs and Maintenance	177	250	250	214	-17%
Other	464	1259	923	644	-95%
<b>Total Operational Expenditure</b>	<b>4860</b>	<b>7431</b>	<b>6079</b>	<b>5390</b>	<b>-38%</b>
<b>Net Operational Expenditure</b>	<b>4860</b>	<b>7431</b>	<b>6079</b>	<b>5390</b>	<b>-38%</b>

#### COMMENT ON THE PERFORMANCE OF THE HOUSING SERVICE OVERALL:

Housing delivery is a provincial competency.

**3.6 FREE BASIC SERVICES AND INDIGENT SUPPORT**  
**INTRODUCTION TO FREE BASIC SERVICES AND INDIGENT SUPPORT**

Free Basic Services To Low Income Households									
	Total	Number of households							
		Households earning less than R1,100 per month							
		Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse	
	Total	Access	%	Access	%	Access	%	Access	%
2011/12	20 090	20 090	20 975	104%		0%	2 960	15%	0%
2012/13	20 975	20 975	13 000	62%	448	2%	3 085	15%	449
2013/14	20 210	20 975	15 000	72%	756	4%	5 092	24%	756

Financial Performance 2013/14: Cost to Municipality of Free Basic Services Delivered					
Services Delivered	2012/13	2013/14			
	Actual	Budget	Adjustment Budget	Actual	Variance to Budget
Water	3619	0		4046	100%
Waste Water (Sanitation)					
Waste Management (Solid Waste)	47297	700	500	619	-13%
Property rates					
Electricity	1226	4000	300	1158544	-245%
Total	4892	4700	800	5824151	19%

## COMPONENT B: ROAD TRANSPORT

This component includes: roads; transport; and waste water (stormwater drainage).

### INTRODUCTION TO ROAD TRANSPORT

The municipality does not implement road transport programmes. Road development and maintenance is carried out as part of the infrastructure grant and operational (internal funding) respectively.

#### 3.7 ROADS

##### INTRODUCTION TO ROADS

The internal roads within Moses Kotane are in a bad condition, especially after the floods on March 2014. The strategy is to first attend to accessibility for citizens and thereafter upgrade the roads.

Frequent breakdown of machinery hampers maintenance of roads. Budget has been set aside to replace old and ageing machinery in the next financial year.

Tarred Road Infrastructure						Kilometers
	Total tarred roads	New tar/paved roads	Existing tar roads re-tarred	Existing tar roads re-sheeted	Tar roads maintained	
2011/12				0	100	
Year 2012/13		10.4	0	1.8	12.2	
Year 2013/14		7	0	2.3	9.3	

Cost of Construction/Maintenance						R' 000
	Gravel			Tar / Paved		
	New	Gravel - Tar	Maintained	New	Re-worked	Maintained
2011/12						
2012/13	0	0	2655	14466		2170
2013/14				17568		6865



Financial Performance 2013/14: Road Services						R'000
Details	2012/13	2013/14				Variance to Budget
	Actual	Original Budget	Adjustment Budget	Actual		
<b>Total Operational Revenue</b>	0	0	0	0		
Expenditure:						
Employees	5609	9008	7148	6552	37%	
Repairs and Maintenance	3808	5602	4940	3679	52%	
Other	29711	38519	38203	38165	1%	
<b>Total Operational Expenditure</b>	39128	53130	50292	48397	10%	
<b>Net Operational Expenditure</b>	39128	53130	50292	48397	10%	

Capital Expenditure 2013/14: Road Services					
Capital Projects	2013/14				
	Budget	Adjustmen t Budget	Actual Expenditur e	Variance from original budget	Total Project Value
Total All	37500	17568	21740	-42%	
Mmopyane Internal Roads	8000	2500	2830	-65%	6740
Siga and Masekoloane Internal Roads	13500	8068	10036	-26%	15726
Mabodisa Internal Roads	8000	3000	3595	-55%	11443
Legkraal Lesetheng Internal Roads	8000	4000	5279	-34%	11238

#### COMMENT ON THE PERFORMANCE OF ROADS OVERALL:

The four largest capital projects is the construction of Internal Roads in various villages within Moses Kotane Local Municipality. This service is the second priority as requested by communities during IDP engagement sessions.

These projects would also assist in Storm Water management in those prioritised villages.

Most of the newly constructed roads lack stormwater control system due to financial constraints of the allocated MIG grant. The roads do not last for the expected duration of time and soon require re-sealing and patching of developing potholes.

### 3.8 TRANSPORT

#### INTRODUCTION TO TRANSPORT

The municipality is only responsible for its own internal fleet. Public transport is still the function of the provincial government, however, there are continuous discussions between the local municipality, the district and the provincial government to build capacity in the municipality with a view to devolve the function to the municipality in the future.

### 3.9 WASTE WATER (STORMWATER DRAINAGE)

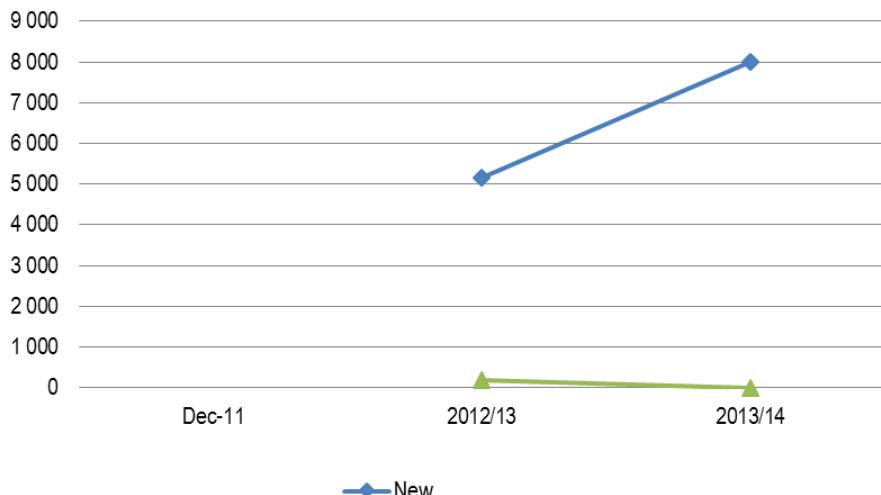
#### INTRODUCTION TO STORMWATER DRAINAGE

Most roads constructed under the MIG funding do not make provision for storm water control resulting in the roads not lasting as expected. Funding for storm water reticulation would alleviate the problem encountered.

Stormwater Infrastructure				
	Kilometers			
	Total Stormwater measures	New stormwater measures	Stormwater measures upgraded	Stormwater measures maintained
2011/12				
2012/13				
2013/14	15	15	0	11 blockages attended to

Cost of Construction/Maintenance			
	R' 000		
	Stormwater Measures		
	New	Upgraded	Maintained
2011/12			
2012/13	5166		189
2013/14	7989		7

## Stormwater infrastructure costs



### Capital Expenditure 2013/14: Planning Services

R' 000

Capital Projects	2013/14				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	6312	none	2000	32%	
Land tenure upgrade	6312	none	2000	32%	

## COMPONENT C: PLANNING AND DEVELOPMENT

This component includes: planning; and local economic development.

### INTRODUCTION TO PLANNING AND DEVELOPMENT

The Municipality planning and development consist of Municipal planning unit namely: Town planning which deals with the following:

- Spatial Development Framework
- Provides information and guidance in regards to planning dealing with issues/queries related to planning and future development which linked to IDP.

The unit also deals with Land Use Management, application procedures and matters related to the following:

- Rezoning of land ,
- Special Consent ,
- Relaxation of building lines,
- Town planning scheme, and
- Township Establishment Application.

The Municipality has a number of economic opportunities that range from mining, commercial development and rental housing development as well as farming opportunities. There is a need for bulk infrastructure in order to unlock the above-mentioned opportunities in and around the greater Mogwase. Lack of bulk infrastructure is hindering speedy economic and physical development.

A challenge facing the municipality is where land is under tribal control the Municipality cannot generate revenue to assist in the development of bulk infrastructure.

### 3.10 PLANNING

#### INTRODUCTION TO PLANNING

The Municipality has developed a Spatial Development Planning Framework that enhances planning strategies.

The National Building Regulation Act ,Act 103 of 1977 and Moses Kotane Town planning Scheme 2005 are used to ensure compliance in terms of building regulations and enforcement. The Spaza shop policy is developed and approved by Council.

In terms of improving performance, the Municipality must review the Spatial Development Framework and land use management scheme as well as develop a number of precinct plans, a town regeneration strategy and an informal settlement strategy. Township Establishment for Mogwase Unit 9 was submitted to Council for Approval and the Layout Plan was amended and

makes provision for 700 residential erven other land use. Formalisation of five villages :Nkogolwe, Marapallo ,Mantsho, Mogoditshane and Mantserre and the funded by Department of Rural Development and Land Reform.

Applications for Land Use Development						
Detail	Formalisation of Townships		Rezoning		Built Environment	
	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
Planning application received	5	0	2	0		
Determination made in year of receipt	5	0	2	0		
Determination made in following year						
Applications withdrawn	0	0	0	0		
Applications outstanding at year end	0	0	0	0		

Employees: Planning Services					
Job Level	2012/13	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
10 - 12	0	1	0	1	100%
12-14	0	1	0	1	100%
15-16	0	3	0	3	100%
17-18	0	1	0	1	100%
18-25	1	1	1	0	0%
<b>Total</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>6</b>	

Financial Performance 2013/14: Planning Services					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>	147	200	200	181	
Expenditure:					
Employees	1161	1111	1435	727	-53%
Repairs and Maintenance	31	50			
Other	84	1045	1000	180	-481%
<b>Total Operational Expenditure</b>	1276	2206	2435	907	-143%
<b>Net Operational Expenditure</b>	1129	2006	2235	726	-176%

Planning Policy Objectives Taken From IDP									
Service Objectives <i>Service Indicators</i> (i)	Outline Service Targets (ii)	2012/13		2013/14		Year 1	Year 3		
		Target *Previous Year (iii)	Actual (iv)	Target *Previous Year (v)	Actual *Current Year (vi)	Target *Current Year (viii)	Target *Current Year (ix)	*Following Year (x)	
Determine spaiza shop policy	Approved by Council	1	1	0	0	0			
Township Establishment Mogwase Unit 9	Awaiting Council Resolution	1	1	0	0	0			
Formalization of villages Nkogolwe, Marpallo, Mogoditshane, Mantsho and Mantserre	Approved by Council	5 villages	0	5 villages	4 villages	1 village			

#### COMMENT ON THE PERFORMANCE OF PHYSICAL PLANNING OVERALL:

The Land Tenure Upgrade Project is funded by the Department of Rural Development and Land Reform to formalise rural villages. Consultation is taking place with the Tribal Authorities and the communities.

### 3.11 LOCAL ECONOMIC DEVELOPMENT (INCLUDING TOURISM AND MARKET PLACES)

#### INTRODUCTION TO ECONOMIC DEVELOPMENT

The MKLM LED Strategy articulates three economic pillars:

*Key Pillar 1: Development of various economic sectors*

a) Objectives:

- Establishment of an incubator network to support economic development across a broad range of economic sectors.
- Development of Heritage Park lineage, convention centre and heritage sites.
- Supporting the development of the mining and beneficiation industry with respect to minerals available in the MKLM.
- To establish a vibrant agro-processing sector.
- To establish a manufacturing hub linked to the incubator network model, which could include:
  - ✓ The establishment of a new facility at the Pilanesberg Aerodrome aimed at knowledge based industries and information and communication technology.
  - ✓ Rehabilitation and upgrade of the Bodirelo Industrial area.

b) Development Strategies:

- Development of Heritage Park.
- Development of other significant tourism attractions in Moses Kotane.
- Support and strengthening of linkages between Sun City and other local facilities. This could entail the possible development of additional supportive facilities to the Sun City-Lost City cluster, and the establishment of an international convention centre and/ or mining theme park.
- Support the implementation of a manufacturing hub and incubator network.
- Support the commercialisation of small-scale / subsistence farming activities.
- Support the development of a vibrant agro-processing industry.
- Maximising opportunities in the mining sector.

*Key Pillar 2: Establishment of infrastructure for economic purpose*

a) Objectives:

- Development of infrastructure according to economic development requirements.
- Support the development of a secondary node in the western part of the MKLM. The key driver to this development should be productive as opposed to consumptive in nature.
- Currently, all main public sector and economic functions and activities are concentrated in the south eastern parts of the MKLM. Hence, the purpose is to create a secondary development node in the western parts of the MKLM.
- To establish linkages to the Platinum SDI with respect to the secondary nodal development proposal.
- To establish sound environmental management principles.

*Key Pillar 3: Human Resource and Service Delivery Development*

a) Objectives:

- To assess and upgrade / improve municipal service delivery.
- The provision of tele-centres to improve access to government services in rural areas.

Essentially the objective is to provide a comprehensive set of government services from a single point.

b) Development Strategies:

Support the establishment of local offices of key government departments and functions.

We are currently implementing the following projects and programmes in line with this pillar:

1. Established 4 goat projects (1 implementation in process – 10 jobs created, 3 existing and under after-care - ±30 jobs)
2. Established 1 poultry project (10 jobs created)
3. Supporting 5 poultry projects (±30 jobs)
4. 1 poultry project is under construction in partnership with Maseve mine
5. Established 4 vegetable projects (2 active and 2 have challenges and needs support - ±40 jobs created)
6. Established Mango project and processing plant setting up is underway (2 cooperatives – 10 jobs)
7. Supporting Lethakane piggery – 1 farmer
8. MKLM Elderly Women Support – to provide 20 chickens as part of food security for elderly in 109 villages
9. MKLM seedlings support – to provide seedlings for destitute families and various schools
10. MKLM water tanks support – to support farmers with water tanks as part of relief programme for water shortages
11. Agricultural Marketing Hub – Conducting a feasibility study and business plan development for a one-stop-shop facility for farmers. This entails a comprehensive agricultural support for both livestock and crop producers.
12. Developed a business plan for sunflower producers which is constituted by 53 cooperatives (25 ready to farm while 22 still need support to prepare land). This project is in support of the agric. Marketing hub as it prepares producers who will sustain the facility.
13. Feasibility studies and business plans under development:

- Tourism node – a recreational facility with various components
- Formalization of informal traders – to formalize hawkers so as to implement regulatory framework
- 5-in-1 cultural village – this is a concept that will be implemented in 5 different villages to support the tourism route of the municipality
- Chemical plant – to set up a plant where manufacturing of industrial chemicals will be produced to support mining and other industries
- Tourism info centre – to provide a facility that will assist tourists in locating tourism products with ease

14. Skills development programmes undertaken:

- Livestock training: 30 farmers trained
- Tourist Guide NQF Level 4: 15 guides trained
- Tourism Ambassador programme: 40 learners trained in hospitality programme and 100 currently identified to undergo a 12-month learnership
- Sewing training: 15 entrepreneurs to be trained

All the above, are implemented in line with the LED plan and clearly support the economic pillars as outlined above. The challenge with regard to successful implementation of the plan is lack of HR capacity within LED. There's a need to capacitate the Unit to focus on effecting interventions that have an impact on MKLM's economic growth.

#### COMMENT ON LOCAL JOB OPPORTUNITIES:

The mining sector is a very important sector that contributes significantly towards both the employment and economic growth of the local municipality. This sector was identified as having a comparative advantage and it was classified as being the current strength of the local economy.

The mining sector is the main contributor towards the total GGP for the local municipality. The finance sector (19.5%), the transport sector (10.9%) and the general government sector (10.0%) are also significant contributors to the local economy.

In order to improve upon the local procurement of the mines, a review of the main products purchased by the mines should be conducted. Whilst it is acknowledged that the local municipality would not be able to provide all the required goods and services to the mines, there are number of consumable goods as well as services that can be provided from the local municipal area.

The tourism sector is unfortunately not classified as a sector on its own, and thus the contribution that tourism makes towards the local municipality cannot be easily quantified. It is one of the key economic sectors which gives the Municipality a comparative advantage over the other municipalities within the NW Province. 3 international icons (Sun City, Madikwe and Pilanesberg Game Reserves) are housed within the municipalities and as such have an impact in terms of job creation of local people. The sector contributes highly to the country's GDP and plays a crucial role in municipal economic growth. It is in this sector where you find street traders / crafters who produce artefacts which are sold to tourists and locals. Most of these traders are located within the game reserves and around the CBD. The traders' activities are done on a full time basis and used to sustain their livelihoods. It is therefore

imperative to formalise these traders so as to implement proper regulatory framework/mechanisms for them. Some of the crafters are generating enough income and fall within taxable bracket.

The agricultural sector within the Moses Kotane Local Municipality experienced erratic economic growth during the 1995 – 2010 period. Employment within the agricultural sector has experienced a downturn over the years as employment between the 1995 – 2009 period shrank at an estimated average rate of -9.1%.

Farming activities within the local municipality are subsistence farming activities and the main agricultural produce within the local municipality is: maize, sorghum, sunflower, game farming, livestock farming (cattle & goat).

The reason for the limited contribution and relatively poor performance of the agricultural sector is the limited water supply within the local municipality. Furthermore, the constraints facing the agricultural sector include: market & marketing information, transport, storage facilities, and grading and product standards. The lack of agricultural infrastructure prohibits/restricts the type of agricultural activities that can occur within the local municipality.

The following opportunities have been identified for the agricultural sector within the local municipality that could lead to economic growth:

- Support commercialization of small-scale/subsistence farming activities, and
- Support the development of a vibrant agro-processing sector.

These could be achieved through the establishment and support of cooperatives.

The manufacturing sector within the Moses Kotane LM has been growing at an average annual growth rate of 1.0% during the 1995 – 2009 period, whilst the level of employment has been decreasing at an average annual rate of 3.4%.

The main area in which manufacturing activities occur within the Moses Kotane LM is the Bodirelo Industrial Park. There is no real clustering of activities within the Bodirelo Industrial area. It is encouraging that some businesses linked to the mining sectors are located within this industrial area. It should be noted that a number of stands within the local municipality are vacant and the attraction of investment to these areas could be further investigated.

The trade sector in the Moses Kotane LM appears to be underdeveloped. This is illustrated by limited growth in this sector whilst the decline in employment also highlights the challenges experienced within this sector.

Key elements that could be implemented to further develop MKLM economy:

- Agriculture, mining, manufacturing, tourism and utilities are the key sectors that could assist in the development of the local economy,
- The key to ensuring greater economic development is increasing linkages between the various sectors, businesses and communities,
- Government has a key role to play through skills development, information sharing and partnership building

The key to ensuring greater economic growth and development is increasing linkages between the various sectors of the economy.

Jobs Created during 2013/14 by LED Initiatives (Excluding EPWP projects)				
Total Jobs created / Top 3 initiatives	Jobs created No.	Jobs lost/displaced by other initiatives No.	Net total jobs created in year No.	Method of validating jobs created/lost
<b>Total (all initiatives)</b>				
Year 2 – 2011/12	175	0	175	Steering committee reports
Year 1 - 2012/13	77	27	50	Steering committee reports
2013/14 - 2013/14	<b>57</b>	<b>0</b>	<b>57</b>	<b>Steering committee reports</b>
Madikwe Sisal project	50	0	50	Steering committee reports
Sedimogang poultry coop	10	0	10	Steering committee reports
Retsogile veg. co-op	7	0	7	Steering committee reports
Tlokweng Goat	10	0	10	Steering committee reports

Job creation through EPWP* projects		
Details	EPWP Projects	Jobs created through EPWP projects
	No.	No.
2013/14	31	901

Employees: Local Economic Development Services					
Job Level	2012/13	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
12 - 14	3	1	3	0	0
15 - 16	1	4	1	3	75%
17 - 18		2			
18 - 25	1	1	1	0	0
<b>Total</b>	<b>5</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>38%</b>

Local Economic Development Policy Objectives Taken From IDP								
Service Objectives <i>Service Indicators</i>	Outline Service Targets	2012/13		2013/14		Year 1	Year 3	
		Target	Actual	Target	Actual	Target		
		*Previous Year		*Previous Year	*Current Year	*Current Year	*Current Year	*Following Year
1.LED staff training	No. of LED staff trained	0	01	01	04	04	0	0
2.Tourist Guide NQF 4	No. of capacity building programmes conducted	0	15	15	15	15	0	0
3.Hospitality programme (Tourism Buddies)	No. of capacity building programmes conducted	0	15	15	100		0	0
4. Livestock NQF1	No. of capacity building programmes conducted	0	0	0	30	30	0	0

Financial Performance 2013/14: Local Economic Development Services					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>					
Expenditure:					
Employees	1884	2488	3136	1819	-37%
Repairs and Maintenance					
Other	857	4145	3745	1393	-198%
<b>Total Operational Expenditure</b>	2741	6633	6881	3212	-107%
<b>Net Operational Expenditure</b>	2741	6633	6881	3212	-107%

Capital Expenditure 2013/14: Economic Development Services					
Capital Projects	2013/14				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	NONE				

#### COMMENT ON LOCAL ECONOMIC DEVELOPMENT PERFORMANCE OVERALL:

Currently there are no capital projects implemented. We have planned implementation of a Special Economic Zone (SEZ) project which is funded by the National Department of Trade and Industry. The project is still at feasibility stage.

## COMPONENT D: COMMUNITY & SOCIAL SERVICES

### 3.12 LIBRARIES

#### INTRODUCTION TO LIBRARIES

The library strives to provide, in cooperation with the relevant governing bodies on local and provincial level, dynamic library and information services that meet the educational, informational, cultural, economical, technological and recreational needs of the community at large. Each person must have free access to resources and facilities for information, lifelong learning, culture and recreation.

The service aims to promote the library service and instill a reading culture, improving literacy levels and provide free and open access to information as well as survival information. Present programs include story hours, book talks, life skill training course, literacy training and free public internet access. Reading of literature is promoted to contribute to the upliftment of the community e.g. ( Financial literacy program, World hunger day program, toy training workshops etc.)

Library staff receives relevant training and attends workshops and libraries hosts workshops relevant to the community needs.

#### SERVICE STATISTICS FOR LIBRARIES;

Number of books -13600

Number of users- 8440

Financial literacy programs- 3 per year

Toy training- 4 per year

Library awareness programs- 8 per year

Libraries: Other Policy Objectives Taken From IDP									
Service Objectives <i>Service Indicators</i> (i)	Outline Service Targets (ii)	2012/13		2013/14			Year 1	Year 3	
		Target *Previous Year (iii)	Actual (iv)	Target		Actual (vii)	*Current Year (viii)	*Current Year (ix)	*Following Year (x)
		*Previous Year (v)	*Current Year (vi)						
<i>Provision of library services to the community</i>	Stocking of all Moses Kotane libraries	2	2	3	3	3	4		
<i>Library awareness programs to promote the service</i>	All library users and non users	8	7	8	8	2	8		

Employees: Libraries					
Job Level	2012/13		2013/14		
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
10-12	1	1	1	0	0%
15-16	1	1	1	0	0%
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0%</b>

Financial Performance 2013/14: Libraries					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>	406	8	8	8	0%
Expenditure:					
Employees	573	929	948	731	-21%
Repairs and Maintenance	9	40	25	0	-100%
Other	1429	857	835	906	5%
<b>Total Operational Expenditure</b>	2011	1826	1808	1637	-12%
<b>Net Operational Expenditure</b>	-1605	-1818	-1800	-1629	-12%

#### COMMENT ON THE PERFORMANCE OF LIBRARIES

Additional campaigns to educate the rural population on the importance of reading and the subsequent use of the local library facilities.

#### COMMUNITY FACILITIES

##### INTRODUCTION TO COMMUNITY FACILITIES

The municipality undertakes maintenance, renovations and repairs to Municipal facilities.

##### SERVICE STATISTICS FOR COMMUNITY FACILITIES

No major renovations except routine maintenance was carried out. This included servicing of fire extinguishers and replacement of air conditioning units.

85 Municipal facilities (inclusive of municipal offices, community hall and libraries).

Employees: Community Facilities					
Job Level	2012/13 (2012-13)	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
1-5	6	10	6	4	40%
8-10	3	4	3	1	25%
12-14	1	1	1	0	0%
17-18	1	1	1	0	0%
<b>Total</b>	<b>11</b>	<b>16</b>	<b>11</b>	<b>5</b>	<b>31%</b>

Financial Performance 2013/14: Community Facilities					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0%</b>
Expenditure:					
Employees	2279	2338	2877	2206	-6%
Repairs and Maintenance	467	2350	1950	693	-239%
Other	9509	16616	13611	13126	-27%
<b>Total Operational Expenditure</b>	<b>12255</b>	<b>21304</b>	<b>18438</b>	<b>16025</b>	<b>-33%</b>
<b>Net Operational Expenditure</b>	<b>-12250</b>	<b>-21299</b>	<b>-18433</b>	<b>-16020</b>	<b>-33%</b>

Capital Expenditure 2013/14: Community Facilities					
Capital Projects	2013/14				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	5300	5300	5822	9%	
Mabele A Podi	1250	1250	1234	-1%	
Phalane	1400	1400	1592	12%	
Brakuit	1400	1400	1739	19%	
Goedehoop	1250	1250	1257	1%	

### 3.13 CEMETORIES

#### INTRODUCTION TO CEMETORIES

The municipality digs and maintains graves in Mogwase and Madikwe.

#### SERVICE STATISTICS FOR CEMETORIES

During the financial year 94 graves were provided for Madikwe and Mogwase.

Employees: Cemeteries					
Job Level	2012/13 (2012/2013)	2013/14 2013/2014			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents) No.	Vacancies (as a % of total posts) %
(1-5)	3	8	3	5	63%
(8-11)	1	2	2	1	50%

Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>	17	14	14	17	121%
Expenditure:					
Employees	306	1311	800	246	-69%
Repairs and Maintenance	0	183	55	0	-100%
Other	375	511	1158	488	-58%
<b>Total Operational Expenditure</b>	381	2005	2013	734	-64%
<b>Net Operational Expenditure</b>	-364	-1991	-1999	-717	-64%

### 3.14 CHILD CARE; AGED CARE; SOCIAL PROGRAMMES

#### INTRODUCTION TO CHILD CARE; AGED CARE; SOCIAL PROGRAMMES

The municipality does not have dedicated programmes for child care, aged care and social programmes except to support the systems that exist through other sectors of government and society. Examples are Mayoral visits to home-based care centres, schools and old aged homes.

During the visits the Mayor interacts with the beneficiaries and distributes goods to meet the needs of the specific individuals.

The unit of special programmes in the Mayor's office focuses on and drives such support programmes.

#### SERVICE STATISTICS FOR CHILD CARE

The functionality does not rest with the municipality.

#### COMMENT ON THE PERFORMANCE OF CHILD CARE; AGED CARE; SOCIAL PROGRAMMES OVERALL:

The functionality does not rest with the municipality. Mayoral support is provided as and when necessary.

### COMPONENT E: ENVIRONMENTAL PROTECTION

This component includes: pollution control; biodiversity and landscape; and costal protection.

#### INTRODUCTION TO ENVIRONMENTAL PROTECTION

The Unit has developed bylaws i.e. Solid Waste Management and Environmental bylaw to conserve and protect the integrity of the environment for the benefit of the community of Moses Kotane Local Municipality.

#### 3.15 POLLUTION CONTROL

##### INTRODUCTION TO POLLUTION CONTROL

The Municipality has a solid waste by-law which seeks to regulate and prevent pollution. Programmes are in place to distribute waste bins across the municipality in high foot traffic areas. An integrated Waste Management Plan is being developed to assist with waste management and pollution prevention.

Top 3 service delivery priorities and the impact had on them during the year:

1. Waste Collection: Waste Collection services have been on going and have improved waste management in the communities.
2. Clearing of illegal waste dumps: Identified illegal dumps have been cleaned however after a few weeks they go back to the same state as found.
3. Environmental Awareness Creation

Monthly meetings are held with waste collection service providers to discuss the progress made with waste collection in the different wards. The employment of the North West Youth for Jobs in Waste (NWYJ) team to facilitate awareness creation has helped to disseminate environmental management information to all the wards of the municipality

## COMPONENT F: HEALTH – PROVINCIAL COMPETENCE

## COMPONENT G: SECURITY AND SAFETY

This component includes: police; fire; disaster management, licensing and control of animals, and control of public nuisances, etc.

### 3.20 SAFETY AND SECURITY

#### INTRODUCTION TO SECURITY AND SAFETY

Provision of traffic services, law enforcement, road safety and awareness campaigns

Provision of Security services in all Municipal facilities and buildings

Provision of disaster management programs

Coordinate public transport programs

### 3.22 OTHER (DISASTER MANAGEMENT,

#### INTRODUCTION TO DISASTER MANAGEMENT,

The portfolio exists to manage and coordinate disaster incidents. It conducts disaster risk assessments and carries out training and awareness campaigns. Contingency plans are also developed by this portfolio.

#### SERVICE STATISTICS FOR DISASTER MANAGEMENT,

53 Incidents

4 awareness programmes

4 risk assessments

Capital Expenditure 2013/14: Disaster Management						R' 000
Capital Projects		2013/14				
		Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All		300	0	299	0%	
Disaster Management Grant		300	0	299	0%	300

Financial Performance 2013/14 (2013/14): Disaster Management										
R'000  Service Indicators	Outline Service Targets	2013/14		Year 1			Year 2		Year 3	
		Target	Actual	Target	Actual	Target	Actual	Target	Actual	
		*Previous Year		*Previous Year	*Current Year			*Current Year	*Current Year	
To promote and support the disaster management programme	Disaster risk reduction education programme	4	4	4	4	4	4	4	4	
	Disaster Training and Education	4	4	4	4	4	4	4	4	

#### COMMENT ON THE PERFORMANCE OF DISASTER MANAGEMENT

Disaster Management is a core function of the Bojanala Platinum District Municipality. Moses Kotane municipality supports the programme as per the District Disaster Management Plan and responds to incidents as they occur.

#### COMPONENT H: SPORT AND RECREATION

This component includes: community parks; sports fields; community halls; stadiums; swimming pools; and camp sites.

#### INTRODUCTION TO SPORT AND RECREATION

This component supports and promotes sport within the municipality. It has formed a sports council and been involved in the development of netball teams where league s compete on weekends and a team represents Moses Kotane at provincial and national levels.

The athletics club is affiliated to Athletics North west North

### 3.23 SPORT AND RECREATION

#### SERVICE STATISTICS FOR SPORT AND RECREATION

2 stadiums (Mogwase and Madikwe)

6 sports grounds (Ramokokastad, Sefikile, Pella, Mabeskraal, Manamela, Silverkraans)

Employees: Sport and Recreation					
Job Level	2012/13	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
1 - 5	25	30	17	13	43%
5 - 7	25	25	11	14	56%
8 - 11	10	10	7	3	30%
12 - 14	1	1	1	0	0%
15 - 16	1	1	1	0	0%
17 - 18	1	1	1	0	0%
<b>Total</b>	<b>63</b>	<b>68</b>	<b>38</b>	<b>29</b>	<b>43%</b>

Financial Performance 2013/14 (2013/14): Sport and Recreation					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>		11000	11000	0	
Expenditure:					
Employees	7305	9913	9661	8652	-10%
Repairs and Maintenance	617	2090	1546	1098	-29%
Other	2489	3256	3104	2639	-15%
<b>Total Operational Expenditure</b>	<b>10411</b>	<b>15259</b>	<b>14311</b>	<b>12389</b>	<b>-13%</b>
<b>Net Operational Expenditure</b>	<b>10411</b>	<b>-4259</b>	<b>-3311</b>	<b>-12389</b>	

#### COMMENT ON THE PERFORMANCE OF SPORT AND RECREATION OVERALL:

No capital expenditure was done during the financial year. The total operating expenditure for 2013/14 was R700 000. The funds were used mainly for maintenance of the Mogwase and Madikwe stadiums.

## COMPONENT I: CORPORATE POLICY OFFICES AND OTHER SERVICES

This component includes: corporate policy offices, financial services, human resource services, ICT services, property services.

### 3.24 EXECUTIVE AND COUNCIL

This component includes: Executive office (mayor; councilors; and municipal manager).

<b>Employees: Human Resource Services</b>					
<b>Job Level</b>	<b>2012/13</b>		<b>2013/14</b>		
	<b>Employees</b>	<b>Posts</b>	<b>Employees</b>	<b>Vacancies (fulltime equivalents)</b>	<b>Vacancies (as a % of total posts)</b>
12-14	3	4	3	1	25%
15-16	1	2	1	1	50%
17-18	4	5	4	1	20%
18-25	1	1	1	0	0%
Total	9	12	9	3	33%

<b>Employees: Property; Legal; Risk Management; and Procurement Services</b>					
<b>Job Level</b>	<b>2012/13</b>		<b>2013/14</b>		
	<b>Employees</b>	<b>Posts</b>	<b>Employees</b>	<b>Vacancies (fulltime equivalents)</b>	<b>Vacancies (as a % of total posts)</b>
1-5	1	2	1	1	50%
6-8	3	3	3	0	0%
9-11	1	2	1	1	50%
12-14	3	6	3	3	0%
15-16	2	4	2	2	0%
17-18	1	1	1	1	0%
18-25	2	2	2	0	0%
Total	13	20	13	8	40%

The Executive and Council Policy Objectives Taken From IDP						
Service Objectives	Outline Service Targets	2012/13		2013/14		
		Target	Actual	Target		Actual
		*Previous Year (iii)	(iv)	*Previous Year (v)	*Current Year (vi)	(vii)
To promote good governance and community participation	Number of council meeting notices advertised				4	3
	Number of anti-corruption forums held				4	1
	Number of Councillors' training reports submitted to Council				4	4
	Number of ward committee reports developed				12	0
	Number of children and elderly programmes held				4	3
	Number of youth programmes held				4	0

Employees: The Executive and Council					
Job Level	2012/13	2013/14			
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	No.	%
Full Time Councillors	13	13	13	0	0%
Ordinary Councillors	49	49	49	0	0%
<b>Total</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>0</b>	<b>0%</b>

Financial Performance 2013/14: The Executive and Council					
Details	2012/13	2013/14			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
<b>Total Operational Revenue</b>					
Expenditure:					
Employees	2554	2363	2650	2391	1%
Repairs and Maintenance	269	300	300	295	-2%
Other	492	1185	1101	785	-51%
<b>Total Operational Expenditure</b>	<b>3315</b>	<b>3848</b>	<b>4051</b>	<b>3471</b>	<b>-11%</b>
<b>Net Operational Expenditure</b>	<b>-3315</b>	<b>-3848</b>	<b>-4051</b>	<b>-3471</b>	<b>-11%</b>

**COMMENT ON THE PERFORMANCE OF THE EXECUTIVE AND COUNCIL:**

***Delete Directive note once comment is completed*** – Explain the priority of the four largest capital projects and explain the variations from budget for net operating and capital expenditure. Confirm your year 5 targets set out in the IDP schedule can be attained within approved budget provision and if not then state how you intend to rectify the matter. Explain the priority of the four largest capital projects and explain variances from budget for net operating and capital expenditure. Also explain any likely variation to the total approved project value (arising from 2013/14 and/or previous year actuals, or expected future variations).

T 3.24.7

Comment [J1]: OFFICE OF THE SPEAKER

**3.25 FINANCIAL SERVICES**

**INTRODUCTION FINANCIAL SERVICES**

**Delete Directive note once comment is complete** – Provide brief introductory comments. Set out priorities and the impact you have had on them during the year. Explain the measures taken to improve performance and the major efficiencies achieved by financial service during the year.

T 3.25.1

Details of the types of account raised and recovered	Debt Recovery							R' 000	
	Year -1		Year 0			Year 1			
	Actual for accounts billed in year	Proportion of accounts value billed that were collected in the year %	Billed in Year	Actual for accounts billed in year	Proportion of accounts value billed that were collected %	Estimated outturn for accounts billed in year	Estimated Proportion of accounts billed that were collected %		
Property Rates									
Electricity - B									
Electricity - C									
Water - B									
Water - C									
Sanitation									
Refuse									
Other									

B- Basic; C= Consumption. See chapter 6 for the Auditor General's rating of the quality of the financial Accounts and the systems behind them.

T 3.25.2

Concerning T 3.25.2

Comment [J2]: CFO

**Delete Directive note once table is completed** – The proportion of account value billed is calculated by taking the total value of the year's revenues collected against the bills raised in the year by the year's billed revenues.

T 3.25.2.1

Comment [J3]: CFO

Comment [J4]: CFO

Financial Service Policy Objectives Taken From IDP									
Service Objectives	Outline Service Targets	Year 0		Year 1		Year 2		Year 3	
		Target	Actual	Target	Actual	Target			
		*Previous Year	(iii)	*Previous Year	(v)	*Current Year	(vi)	*Current Year	(ix)
<b>Service Objective xxx</b>									
<i>Increase in speed of payment of tariffs, tax demands, invoices</i>	No more than x% of creditors raised (in Rand value) during the year outstanding (o/s) at year end	No more than T0% of current yr creditors o/s at yr end	No more than A0% of current yr creditors o/s at yr end	No more than T1% of current yr creditors o/s at yr end	No more than T1% of current yr creditors o/s at yr end	No more than T2% of current yr creditors o/s at yr end	No more than T5% of current yr creditors o/s at yr end	No more than T5% of current yr creditors o/s at yr end	
<i>Reducing the number of invoices raised by increasing advance payment for services rendered (A project requiring participation by all departments but let by the central finance department)</i>	x% reduction in number of invoices raised over the previous year's target	T0% reduction in invoices raised; target limit of invoices	A0% reduction in invoices raised; target limit of invoices	T1% reduction in invoices raised; target limit of invoices	A1% reduction in invoices raised; target limit of invoices	T2% reduction in invoices raised; target limit of invoices	T5% reduction in invoices raised; target limit of invoices	T5% reduction in invoices raised; target limit of invoices	
<i>Improving speed of legal measures to recover revenues</i>	Commence legal proceedings for recovery of revenues within 4 weeks of the due date	Legal proceeding within 4 weeks of due date	Legal proceeding within 4 weeks of due date	Legal proceeding within 4 weeks of due date	Legal proceeding within 4 weeks of due date	% of legal proceeding commenced within 4 weeks of due date	% of legal proceeding commenced within 4 weeks of due date	% of legal proceeding commenced within 4 weeks of due date	
<p>Note: This statement should include no more than the top four priority service objectives. The indicators and targets specified above (columns (i) and (ii)) must be incorporated in the indicator set for each municipality to which they apply. These are 'universal municipal indicators'. *'Previous Year' refers to the targets that were set in the Year -1 Budget/IDP round. **'Current Year' refers to the targets set in the Year 0 Budget/IDP round. ***'Following Year' refers to the targets set in the Year 1 Budget/IDP round. Note that all targets in the IDP must be fundable within approved budget provision. MSA 2000 chapter 5 sets out the purpose and character of Intergrated Development Plans (IDPs) and chapter 6 sets out the requirements for the reduction of performance management arrangement by municipalities in which IDPs play a key role.</p>								T 3.25.3	

Employees: Financial Services					
Job Level	Year -1		Year 0		
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
		No.	No.	No.	%
0 - 3	1	1	1	0	0%
4 - 6	3	3	3	0	0%
7 - 9	6	8	6	2	25%
10 - 12	7	15	7	8	53%
13 - 15	9	15	9	6	40%
16 - 18	11	21	11	10	48%
19 - 20	18	30	18	12	40%
Total	55	93	55	38	41%

Totals should equate to those included in the Chapter 4 total employee schedule. Employees and Posts numbers are as at 30 June. \*Posts must be established and funded in the approved budget or adjustments budget. Full-time equivalents are calculated by taking the total number of working days lost (excluding weekends and public holidays) while a post remains vacant and adding together all such days lost by all posts within the same set (e.g. 'senior management') then dividing that total by 250 to give the number of posts equivalent to the accumulated days. T 3.25.4

Comment [J5]: CFO

Financial Performance Year 0: Financial Services					
Details	Year -1		Year 0		
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget
Total Operational Revenue	120	125	100	95	-32%
Expenditure:					
Employees	125	244	250	248	2%
Repairs and Maintenance	25	244	250	248	2%
Other	45	244	250	248	2%
Total Operational Expenditure	195	732	750	744	2%
Net Operational Expenditure	75	607	650	649	6%

Net expenditure to be consistent with summary T 5.1.2 in Chapter 5. Variances are calculated by dividing the difference between the Actual and Original Budget by the Actual. T 3.25.5

Comment [J6]: CFO

Capital Expenditure Year 0: Financial Services					
Capital Projects	Year 0				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
Total All	260	326	378	31%	
Project A	100	130	128	22%	280
Project B	80	91	90	11%	150
Project C	45	50	80	44%	320
Project D	35	55	80	56%	90

Total project value represents the estimated cost of the project on approval by council (including past and future expenditure as appropriate). T 3.25.6

Comment [J7]: CFO

COMMENT ON THE PERFORMANCE OF FINANCIAL SERVICES [OVERALL]

Comment [J8]: CFO

**Delete Directive note once comment is completed** – Explain the priority of the four largest capital projects and explain the variations from budget for net operating and capital expenditure. Confirm your year 5 targets set out in the IDP schedule can be attained within approved budget provision and if not then state how you intend to rectify the matter. Explain the priority of the four largest capital projects and explain variances from budget for net operating and capital expenditure. Also explain any likely variation to the total approved project value (arising from 2013/14 and/or previous year actuals, or expected future variations).

T 3.25.7

### 3.26 HUMAN RESOURCE SERVICES

#### INTRODUCTION TO HUMAN RESOURCE SERVICES

The human resources is responsible for the provision of effective HR to the entire municipality. The priorities were recruitment of staff, occupational health and safety, labour relations and training and development. Appointment of temporary workers and other HR staff was done to improve performance.

Job Level	Employees: Human Resource Services				
	Employees	2013/14			
		Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
12-14	3	4	3	1	25%
15-16	1	2	1	1	50%
17-18	4	5	4	1	20%
18-25	1	1	1	1	100%
<b>TOTAL</b>	<b>9</b>	<b>12</b>	<b>9</b>	<b>4</b>	<b>33%</b>

Details	Financial Performance 2013/14: Human Resource Services				
	2012/13	Actual	Original Budget	Adjustment Budget	Actual
<b>Total Operational Revenue</b>	568	920	920	187	-80%
Expenditure:					
Employees	3432	4972	4104	4101	-0%
Repairs and Maintenance					
Other	1976	3915	4865	3456	-29%
<b>Total Operational Expenditure</b>	5408	8887	8969	7557	-16%
<b>Net Operational Expenditure</b>	4840	7967	8049	7370	-8%

### 3.27 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

This component includes: Information and Communication Technology (ICT) services.

#### INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

The unit is responsible for the support function of ICT to the entire municipality. Prevision ICT equipment and computer networks. An ICT assessment was conducted and the strategy was developed and approved by council.

Job Level	Employees: ICT Services				
	Employees	Year 0			
		Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
10 - 12	1	1	1	0	0%
13 - 15	0	2	0	2	100%
16 - 18	1	1	1	0	0%
19 - 20	1	1	1	0	0%
Total	3	5	3	2	40%

Details	2012/13	Financial Performance 2013/14: ICT Services			
		Original Budget	Adjustment Budget	Actual	Variance to Budget
	Actual				
<b>Total Operational Revenue</b>					
Expenditure:					
Employees	1190	1391	1391	1289	-8%
Repairs and Maintenance	379	660	660	629	-5%
Other	670	618	418	331	-87%
<b>Total Operational Expenditure</b>	2239	2669	2469	2249	-19%
<b>Net Operational Expenditure</b>	-2239	-2669	-2469	-2249	-19%

Capital Expenditure 2013/14: Disaster Management					
Capital Projects	2013/14				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value
No capital projects were in the IDP for 2013/214					

#### COMMENT ON THE PERFORMANCE OF ICT SERVICES OVERALL:

The following projects were included in the adjustment budget and have been implemented as planned (there were no variations in terms of this):

1. ICT Audit
2. ICT Strategy Development
3. ICT Implementation (SLA)
4. Network Infrastructure Revamp

The above projects were later included in the reviewed IDP as targets and will further be monitored.

#### 3.28 PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES

This component includes: property; legal; risk management and procurement services.

##### INTRODUCTION TO PROPERTY; LEGAL; RISK MANAGEMENT AND PROCUREMENT SERVICES

The legal service is responsible for provision of legal services for the municipality. This would include development of by-laws, service level agreements, legal opinions and compilation and maintenance of a valuation roll. No by laws were developed in 2013/14, one supplementary valuation roll was implemented. There were no measures taken as no underperformance was experienced.

Employees: Property; Legal; Risk Management; and Procurement Services					
Job Level	2012/13		2013/14		
	Employees	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
No.	No.	No.	No.	No.	%
6-7	1	1	1	0	0%
12-14	3	8	3	5	63%

15-16	4	4	4	0	0%
17-18	1	1	1	0	0%
18-25	1	1	1	0	0%
<b>Total</b>	<b>10</b>	<b>15</b>	<b>10</b>	<b>5</b>	<b>33%</b>

<b>Financial Performance Year O: ; Legal; Risk Management; and Procurement Services</b> R'000					
<b>Details</b>	<b>2012/13 (2012/2013)</b>	<b>2013/14 (2013/2014)</b>			
	<b>Actual</b>	<b>Original Budget</b>	<b>Adjustment Budget</b>	<b>Actual</b>	<b>Variance to Budget</b>
<b>Total Operational Revenue</b>					
Expenditure:					
Employees	350	4069	0	4224	4%
Repairs and Maintenance	0	8	0	0	
Other	7	102	0	78	-31%
<b>Total Operational Expenditure</b>	<b>357</b>	<b>4149</b>	<b>0</b>	<b>4303</b>	<b>4%</b>
<b>Net Operational Expenditure</b>	<b>-357</b>	<b>-4149</b>	<b>-100</b>	<b>-4303</b>	<b>4%</b>

Capital Expenditure 2013/14: Property; Legal; Risk Management and Procurement Services						
Capital Projects	2013/14					R' 000
	Budget	Adjustment Budget	Actual Expenditure	Variance from original budget	Total Project Value	
Total All	10040		957			
Supply and delivery of paper for a period of twelve months on as and when bases	500		120		as and when	
Supply and delivery of store material for a period of twelve months on as and when basis	5375				as and when	
Supply and delivery of tyres for a period of twelve months on as and when bases.	4165		674		as and when	
Supply and delivery of water treatment chemicals for a period of twelve months on as and when basis			162		as and when	
Requests for proposals to conduct the ICT audit and development of and ICT strategy to align with MKLM IDP			36426		25000	
Construction of highmast lights for Seshibitswe and Vrede villages	3400		2812		3793	
Construction of new Kameelboom community hall	1800		1042		1822	

Construction of Tlhatlaganyane Community Hall	1800		1319		1801
Construction of Molatedi Community Hall	1800		455		1787
Construction of new Sefilile Community Hall	1800		300		142
Construction of Sandfontein stormwater	6500		17801		4478
Construction of stormwater management channels in losmytjerie	10140		3105		3261
Construction of internal roads in Mmopyane	6650		2985		5861
Legkraal and Lesetheng Roads Phase 1	8000		1879		9772
Rural Sanitation Programme Phase III	16500		3343		5967
Supply and delivery of breeding stock	1000		485		485
Supply and Delivery of PPE	1068		793		405
Construction of ratsegae and Masekoloane Internal Roads and stormwater	13500		3379		3379
Ground water optimization	6700		2159		

COMMENT ON THE PERFORMANCE OF PROPERTY SERVICES OVERALL:

No Capital Projects were done.

**COMPONENT J: MISCELLANEOUS**

**COMPONENT K: ORGANISATIONAL PERFORMANCE SCORECARD**

This component includes: Annual Performance Scorecard Report for the current year.

## CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE (PERFORMANCE REPORT PART II)

### INTRODUCTION

Turnover experienced in scarce skills areas such as town planning due to the municipality's inability to compete with alternative opportunities in terms of benefits. The matter will be addressed through the benchmarking exercise.

### COMPONENT A: INTRODUCTION TO THE MUNICIPAL PERSONNEL

#### 4.1 EMPLOYEE TOTALS, TURNOVER AND VACANCIES

Description	Employees				
	2012/13		2013/14		
	Employees	Approved Posts	Employees	Vacancies	Vacancies
	No.	No.	No.	No.	%
Water	70	173	78	95	0.60%
Waste Water (Sanitation)	14	18	15	3	0.20%
Electricity	1	9	1	8	0.80%
Waste Management	1	2	2	1	50%
Housing	5	15	5	10	0.6%
Roads (Stormwater Drainage)	29	64	29	35	0.5%
Transport	18	34	18	16	0.5%
Planning	1	7	1	6	0.8%
PMU	6	6	6	0	100%
Planning (Strategic & Regulatory)	2	5	2	3	0.6%
Local Economic Development	3	11	3	8	0.7%
Community & Social Services	51	104	52	52	0.50%
Environmental Protection	2	5	3	2	0.6%
Budget and Treasury	79	180	80	100	0.56%
Security and Safety	10	34	11	23	0.70%
Sport and Recreation	3	7	3	4	0.57%
Corporate Policy Offices and Other	95	141	97	44	0.36%
<b>Totals</b>	<b>390</b>	<b>815</b>	<b>406</b>	<b>410</b>	

Vacancy Rate: 2013/14			
Designations	*Total Approved Posts	*Vacancies (Total time that vacancies exist using fulltime equivalents)	*Vacancies (as a proportion of total posts in each category) %
	No.	No.	
Municipal Manager	1	0	0%
CFO	1	0	0%
Other S57 Managers (excluding Finance Posts)	5	1	20%
Other S57 Managers (Finance posts)	0		
Police officers	0		
Fire fighters	0		
Highly skilled supervision: levels 9-12 (excluding Finance posts)	18		
Highly skilled supervision: levels 9-12 (Finance posts)	3		
<b>Total</b>	<b>32</b>	<b>1</b>	

Turn-over Rate			
Details	Total Appointments as of beginning of Financial Year No.	Terminations during the Financial Year No.	Turn-over Rate*
2011/12	7	20	
2012/13	24	16	
2013/14	21	17	

## COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

### INTRODUCTION TO MUNICIPAL WORKFORCE MANAGEMENT

MSA 2000 S67 requires municipalities to develop and adopt appropriate systems and procedures to ensure fair; efficient; effective; and transparent personnel administration in accordance with the Employment Equity Act 1998.

The municipality has an Employment Equity Plan which seeks to address the above.

The only underachievement relates to the employment of persons with disabilities. Attention is being paid to this issue and the related infrastructure development.

#### 4.2 POLICIES

HR Policies and Plans				
	Name of Policy	Completed %	Reviewed %	Date adopted by council or comment on failure to adopt
1	Affirmative Action	100		2011
2	Attraction and Retention			
3	Code of Conduct for employees	100		2013
4	Delegations, Authorisation & Responsibility	100		2013
5	Disciplinary Code and Procedures			Bargaining council
6	Essential Services			
7	Employee Assistance / Wellness	100		2010
8	Employment Equity	100		2011
9	Exit Management			
10	Grievance Procedures			Bargaining council
11	HIV/Aids	100		2013
12	Human Resource and Development			
13	Information Technology	100		2014
14	Job Evaluation	100		2014
15	Leave	100		2007
16	Occupational Health and Safety	100		2014
17	Official Housing		100	2014

18	Official Journeys				
19	Official transport to attend Funerals				
20	Official Working Hours and Overtime	100		2010	
21	Organisational Rights			Bargaining council	
22	Payroll Deductions				
23	Performance Management and Development	100		2014	
24	Recruitment, Selection and Appointments	100		2010	
25	Remuneration Scales and Allowances	100		2010	
26	Resettlement				
27	Sexual Harassment	100		2007	
28	Skills Development			2013	
29	Smoking				
30	Special Skills				
31	Work Organisation				
32	Uniforms and Protective Clothing				
33	Other:				

#### COMMENT ON WORKFORCE POLICY DEVELOPMENT:

The municipality has a key performance indicator to develop at least one policy in a quarter. Four policies were developed and approved in the 2013/14.

#### 4.3 INJURIES, SICKNESS AND SUSPENSIONS

Number and Cost of Injuries on Duty						
Type of injury	Injury Leave Taken Days	Employees using injury leave No.	Proportion employees using sick leave %	Average Injury Leave per employee Days	Total Estimated Cost R'000	
Required basic medical attention only	30	3	3%	30		
Temporary total disablement	0	0	0%	0		
Permanent disablement	0	0	0%	0		
Fatal	0	0	0%	0		
<b>Total</b>	<b>30</b>	<b>3</b>	<b>3%</b>	<b>30</b>		

Number of days and Cost of Sick Leave (excluding injuries on duty)						
Salary band	Total sick leave	Proportion of sick leave without medical certification	Employees using sick leave	Total employees in post*	*Average sick leave per Employees	Estimated cost
	Days	%	No.	No.	Days	R' 000
Lower skilled (Levels 1-2)	1211	0	64	196		
Skilled (Levels 3-5)	1023	4	87	133		
Highly skilled production (levels 6-8)	664	1	16	36		
Highly skilled supervision (levels 9-12)	165	2	8	54		
Senior management (Levels 13-15)	5	0	2	3		
MM	5		1	1		
<b>Total</b>	<b>3073</b>		<b>178</b>			<b>0</b>

#### COMMENT ON INJURY AND SICK LEAVE:

The municipality did not experience any permanent disability or death as a result of injury on duty. Employees who sustained most injuries were involved in car accidents. The municipality does not have an appointed Medical doctor however when a need arises the approval of the municipal manager for any referrals is done.

#### COMMENT ON SUSPENSIONS AND CASES OF FINANCIAL MISCONDUCT:

Neither suspensions nor cases of financial misconduct were handled by the municipality

#### 4.4 PERFORMANCE REWARDS

##### COMMENT ON PERFORMANCE REWARDS:

No performance bonuses have been awarded by the municipality

## COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

### INTRODUCTION TO WORKFORCE CAPACITY DEVELOPMENT

The municipality budgets 1% of its workforce as required and employees are taken through skills development programmes. The municipality budgets for Bursaries over and above this budget. Opportunities presented by SALGA are also utilized for workforce capacity development.

#### 4.5 SKILLS DEVELOPMENT AND TRAINING

Management level	Gender	Employees in post as at 30 June 2013/14	Skills Matrix											
			Number of skilled employees required and actual as at 30 June 2013/14											
			Learnerships			Skills programmes & other short courses			Other forms of training			Total		
		No.	Actual: End of 2012/13	Actual: End of 2013/14	2013/14 Target	Actual: End of 2012/13	Actual: End of 2013/14	2013/14 Target	Actual: End of 2012/13	Actual: End of 2013/14	2013/14 Target	Actual: End of 2012/13	Actual: End of 2013/14	2013/14 Target
MM and s57	Female	1	0	0	1	0	0	0	0	0	0	0	0	0
	Male	0	0	0	0	0	0	0	0	0	0	0	0	0
Councillors, senior officials and managers	Female	47	0	21	21	10	10	42	0	35	0	41	66	31
	Male	48	0	13	13	39	6	62	0	32	0	39	51	19
Technicians and associate professionals*	Female	3	0	2	2	10	0	2	0	0	0	10	2	2
	Male	36	0	0	0	30	11	24	0	0	0	30	11	11
Professionals	Female	18	0	3	3	0	0	0	0	0	0	0	3	3
	Male	10	0	1	1	0	0	0	0	0	0	0	1	1
Sub total	Female	69	0	26	27	51	10	44	0	35	0	51	71	36
	Male	94	0	14	14	69	17	86	0	32	0	69	63	31
Total		163	0	40	41	89	27	130	0	67	0	120	134	67

**Financial Competency Development: Progress Report\***

Description	A. Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B. Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c))	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
<b>Financial Officials</b>						
<i>Accounting officer</i>	1	0	1	0	0	0
<i>Chief financial officer</i>	1	0	1	0	0	0
<i>Senior managers</i>	1	0	1	0	1	0
<i>Any other financial officials</i>	35	0	35	0	0	12
<b>Supply Chain Management Officials</b>						<b>0</b>
<i>Heads of supply chain management units</i>	1	0	1	0	0	1
<i>Supply chain management senior managers</i>	1	0	1	1	1	1
<b>TOTAL</b>	<b>40</b>	<b>0</b>	<b>40</b>	<b>1</b>	<b>2</b>	<b>14</b>

## COMMENT ON SKILLS DEVELOPMENT AND RELATED EXPENDITURE AND ON THE FINANCIAL COMPETENCY REGULATIONS:

The municipality does plan for training in that it submits a WSP every year. The only challenge is that accommodation for training is also funded in the same budget. This affects the achievement of training planned for the year. Expenditure normally exceeds the budget. The Budget for 2013/14 was R1,947.150 and the actual spent was R2,417.669.40. The municipality has currently enrolled employees who do not have minimum competency levels with registered institutions. 14 employees have completed and are now competent. 26 are still studying.

## COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

### INTRODUCTION TO WORKFORCE EXPENDITURE

It is important to manage the workforce so that the municipality does not waste financial resources at the expense of service delivery. The procedure for filling of vacancies ensures that only budgeted positions are filled. This is done by filling a request which should be confirmed on the budget for the expected position by the budget and treasury department and approval by the municipal manager. The municipality is currently engaged in a job evaluation exercise which will also confirm the value of all positions.

#### 4.6 EMPLOYEE EXPENDITURE

##### COMMENT ON WORKFORCE EXPENDITURE:

The municipality has not positions budgeted for resulting in savings. A high number of positions resulted from the review of the structure in 2010 and the Corporate Services department has been struggling to cope with the requests to fill them. The matter needs attention by the municipality to reduce vacancies.

Number Of Employees Whose Salaries Were Increased Due To Their Positions Being Upgraded		
Beneficiaries	Gender	Total
Lower skilled (Levels 1-2)	Female	0
	Male	0
Skilled (Levels 3-5)	Female	0
	Male	0
Highly skilled production (Levels 6-8)	Female	0
	Male	0
Highly skilled supervision (Levels 9-12)	Female	0
	Male	0
Senior management (Levels 13-16)	Female	0
	Male	0
MM and S 57	Female	0
	Male	0
Total		0

Employees Whose Salary Levels Exceed The Grade Determined By Job Evaluation				
Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
No job evaluation was conducted				

Employees appointed to posts not approved				
Department	Level	Date of appointment	No. appointed	Reason for appointment when no established post exist
No appointments were made on posts not approved.				

COMMENT ON UPGRADED POSTS AND THOSE THAT ARE AT VARIANCE WITH NORMAL PRACTICE:

The municipality is currently engaged in job evaluation exercise and from this exercise variance will be able to be ascertained.

DISCLOSURES OF FINANCIAL INTERESTS

**Delete Directive note once comment is completed** – Refer to disclosures made by officials and councillors concerning their financial interests as required by PM Regulations 805 of 2006 are set out in **Appendix J**. Make other comments as appropriate.

Comment [J9]: Corp services  
And speaker office

T 4.6.6

## CHAPTER 5 – FINANCIAL PERFORMANCE

Refer to Annual Financial Statements

## INTRODUCTION

Comment [J10]: CFO

## COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

### INTRODUCTION TO FINANCIAL STATEMENTS

*Note: Statements of Revenue Collection Performance by vote and by source are included at Appendix K.*

Comment [J11]: CFO

### 5.1 STATEMENTS OF FINANCIAL PERFORMANCE

Description	2012/13	2013/14			2013/14 Variance	
		Budget	Adjustments Budget	Actual	Original Budget (%)	Adjustments Budget (%)
<u>Operating Transfers and Grants</u>						
Government Grant						
Equitable share Municipal Systems Improvement	1500			1550		
Department of Water Affairs	1000			890		
Finance	11341			5300		
Management Grant	1950			2386		
Government Grant (operating) 5	400	2629033	(3 796)	579		
Government Grant (operating) 8	88			212		
Government Grant (capital) 1	125635			144		
Project	817			1297		
Management Unit	817			248277		
Operating Grants	228799					
<b>Total Operating</b>	<b>371529</b>	<b>262903</b>	<b>(3796)</b>	<b>404766</b>		

Transfers and Grants						
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## 5.2 GRANTS

Grant Performance						
Description	2012/13		2013/14		2013/14 Variance	
	Actual	Budget	Adjustments to Budget	Actual	Original Budget (%)	Adjustments to Budget (%)
<b>Operating Transfers and Grants</b>						
<b>Government Grant</b>						
Equitable share	1 500	262 903	(3796)	1550		
Municipal Systems Improvement	1000			890		
Department of Water Affairs	11341			5300		
Finance Management Grant	1950			2386		
Government Grant (operating) 5	400			579		
Government Grant (operating) 8	88			212		
Government Grant (capital) 1	125635			144276		
Project Management Unit	817			1297		
Operating Grants	228799			248277		
<b>Total Operating Transfers and Grants</b>	<b>371529</b>	<b>262903</b>	<b>(3796)</b>	<b>404766</b>		

## 5.3 ASSET MANAGEMENT

Repair and Maintenance Expenditure: 2013/14				
	Original Budget	Adjustment Budget	Actual	Budget variance
Repairs and Maintenance Expenditure	28 433	27 923	21 362	25%

## COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

### INTRODUCTION TO SPENDING AGAINST CAPITAL BUDGET

## 5.5 CAPITAL EXPENDITURE

## 5.6 SOURCES OF FINANCE

Details	2012/13	2013/14				
		Actual	Original Budget (OB)	Adjustment Budget	Actual	Adjustment to OB Variance (%)
Source of finance						
External loans	82 477	91 635	91 635	79 813	0.00%	-12.90%
Payables from Exchange transactions	57 237	56 960	56 960	67 379	0.00%	18.29%
Grants and subsidies	78 569	-	-	23 576		
Total	218 282	148 595	148 595	170 768	-	0

## 5.7 CAPITAL SPENDING ON 5 LARGEST PROJECTS

Comment [J12]: CFO

COMMENT ON CAPITAL PROJECTS:

Comment [J13]: CFO

## 5.8 BASIC SERVICE AND INFRASTRUCTURE BACKLOGS – OVERVIEW

INTRODUCTION TO BASIC SERVICE AND INFRASTRUCTURE BACKLOGS

Comment [J14]: ITS

COMMENT ON BACKLOGS:

## COMPONENT C: CASH FLOW MANAGEMENT AND INVESTMENTS

## 5.9 CASH FLOW

Cash Flow Outcomes				
Description	2012/13	Current: 2013/14		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>				
Receipts				R'000
Revenue from non-exchange transactions	20 378			24 067
Sale of Goods and Services	55 254			104 429
Grants	371 529			347 719
Interest	23 595			28 001
Other Cash Item	9 215			–
Payments				
Employee Costs	(119 881)	(142 790)	(140 489)	(133 841)
Suppliers	(181 146)	(9 465)	(9 465)	(215 715)
Finance Cost	(8 633)			(8 265)
<b>NET CASH FROM/(USED) OPERATING ACTIVITIES</b>	<b>170 312</b>	<b>(152 255)</b>	<b>(149 955)</b>	<b>146 394</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Receipts				
Proceeds on disposal of PPE	463			–
Decrease (Increase) in other financial assets	(13)			(25)
Correction of Error	1 452			(3 680)
Payments				
Amounts Attributable to assets under construction	(68 791)			–
Purchase of Property Plant and Equipment	(56 984)			–
<b>NET CASH FROM/(USED) INVESTING ACTIVITIES</b>	<b>(123 873)</b>	<b>–</b>	<b>–</b>	<b>(3 705)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Receipts				
Payments				
Repayment of borrowing	(6 780)			(2 664)
<b>NET CASH FROM/(USED) FINANCING ACTIVITIES</b>	<b>(6 780)</b>	<b>–</b>	<b>–</b>	<b>(2 664)</b>
<b>NET INCREASE/ (DECREASE) IN CASH HELD</b>	<b>39 659</b>	<b>(152 255)</b>	<b>(149 955)</b>	<b>140 025</b>
Cash/cash equivalents at the year begin:	134 144	(152 255)	(149 955)	173 803
Cash/cash equivalents at the year-end:				313 828

COMMENT ON CASH FLOW OUTCOMES:

## 5.10 BORROWING AND INVESTMENTS

### INTRODUCTION TO BORROWING AND INVESTMENTS

**Delete Directive note once comment is completed** – Explain briefly the relevance of borrowing and investments to your municipality with reference to the tables below and your municipality's requirements in the year. Information may be sourced from table SA3 AND SA15 in the MBR.

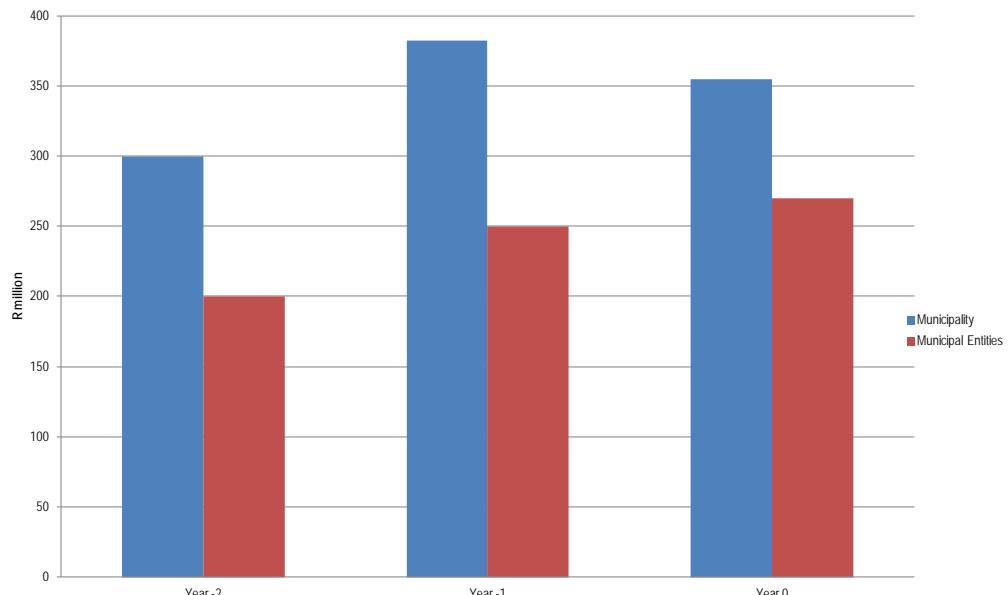
T 5.10.1

Actual Borrowings: Year -2 to Year 0			
	R' 000		
Instrument	Year -2	Year -1	Year 0
<b>Municipality</b>	300	382	355
Long-Term Loans (annuity/reducing balance)	200	250	270
Long-Term Loans (non-annuity)			
Local registered stock			
Instalment Credit			
Financial Leases			
PPP liabilities			
Finance Granted By Cap Equipment Supplier			
Marketable Bonds			
Non-Marketable Bonds			
Bankers Acceptances			
Financial derivatives			
Other Securities			
<b>Municipality Total</b>	500	632	625
<b>Municipal Entities</b>			
Long-Term Loans (annuity/reducing balance)			
Long-Term Loans (non-annuity)			
Local registered stock			
Instalment Credit			
Financial Leases			
PPP liabilities			
Finance Granted By Cap Equipment Supplier			
Marketable Bonds			
Non-Marketable Bonds			
Bankers Acceptances			
Financial derivatives			
Other Securities			
<b>Entities Total</b>	0	0	0

Comment [J15]: CFO

T 5.10.2

Actual Borrowings



Comment [J16]: CFO

T 5.10.3

Moses Kotane 158

Municipal and Entity Investments			
Investment* type	R' 000		
	Year -2 Actual	Year -1 Actual	Year 0 Actual
<b>Municipality</b>			
Securities - National Government			
Listed Corporate Bonds			
Deposits - Bank			
Deposits - Public Investment Commissioners			
Deposits - Corporation for Public Deposits			
Bankers Acceptance Certificates			
Negotiable Certificates of Deposit - Banks			
Guaranteed Endowment Policies (sinking)			
Repurchase Agreements - Banks			
Municipal Bonds			
Other			
<b>Municipality sub-total</b>	0	0	0
<b>Municipal Entities</b>			
Securities - National Government			
Listed Corporate Bonds			
Deposits - Bank			
Deposits - Public Investment Commissioners			
Deposits - Corporation for Public Deposits			
Bankers Acceptance Certificates			
Negotiable Certificates of Deposit - Banks			
Guaranteed Endowment Policies (sinking)			
Repurchase Agreements - Banks			
Other			
<b>Entities sub-total</b>	0	0	0
<b>Consolidated total:</b>	0	0	0
			T 5.10.4

#### COMMENT ON BORROWING AND INVESTMENTS:

**Delete Directive note once comment is completed** – Make clarifying comments on the above tables as necessary. All investments whether in the form of loans (in cash or kind) made by the municipality but not to one or more of the organisations set out above and all grants (in cash or kind) made to any form of organisation **must** be set out in full at **Appendix R**.

T 5.10.5

Comment [J17]: CFO

#### 5.11 PUBLIC PRIVATE PARTNERSHIPS

##### PUBLIC PRIVATE PARTNERSHIPS

**Delete Directive note once comment is completed** - Provide overview of agreements, contracts and projects undertaken during the year through PPP's – Refer to further details of PPP details **Appendix H. Table SA3 (MBRR)** may also be used to gain information on PPP's.

T 5.11.1

#### COMPONENT D: OTHER FINANCIAL MATTERS

#### 5.12 SUPPLY CHAIN MANAGEMENT

##### SUPPLY CHAIN MANAGEMENT

**Delete Directive note once comment is completed** - Provide a brief narrative that describes the progress made by your municipality in developing and implementing policies and practices in compliance with the guidelines set down by the SCM Regulations 2005. State whether any councilors are members of any committee handling Supply Chain processes; state the number of Supply Chain officials that have reached the prescribed levels required for their positions (See MFMA Competency Regulation Guidelines) and state the number of prescribed officials that are yet to reach the necessary competency levels; and set out any remarks made in the previous Auditor-General's report or his report for 2013/14 concerning the quality of Supply Chain Management and detail the remedial action taken, as necessary.

T 5.12.1

Comment [J18]: CFO

## 5.13 GRAP COMPLIANCE

### GRAP COMPLIANCE

GRAP is the acronym for **Generally Recognized Accounting Practice** and it provides the rules by which municipalities are required to maintain their financial accounts. Successful GRAP compliance will ensure that municipal accounts are comparable and more informative for the municipality. It will also ensure that the municipality is more accountable to its citizens and other stakeholders. Information on GRAP compliance is needed to enable National Treasury to assess the pace of progress and consider the implications.

***Delete Directive note once comment is completed*** – Follow the above with information on progress with GRAP compliance at your municipality. Detail any instances where the municipality has deviated from the GRAP standards currently applicable.

T 5.13.1

Comment [J19]: CFO

## CHAPTER 6 – AUDITOR GENERAL AUDIT FINDINGS

### INTRODUCTION

Note: The Constitution S188 (1) (b) states that the functions of the Auditor-General includes the auditing and reporting on the accounts, financial statements and financial management of all municipalities. MSA section 45 states that the results of performance measurement... must be audited annually by the Auditor-General.

At the conclusion of 2012/2013 audit cycle, the AGSA made finding and recommendations impacting on fair presentation of Annual financial statements and non –financial performance information. Management considered all significant audit findings and associated MPAC resolutions in respect of 2012/2013 audit cycle and developed an audit improvement plan [AIP]. THE AIP contains remedial measures as detailed in Table 6.1.1. During 2013/2014 financial year, management continued to implement and monitor the AIP and recorded progress as shown in Column 6 of Table 6.1 and Figure 6.1.

As shown in Figure 6.1, 42% of 2012/2013 AGSA audit recommendations have been implemented successfully. The remaining 58% are to be resolved during 2013/2014 audit process. AGSA audit recommendations relating to predetermined objectives require medium term interventions already initiated by management as shown in Table 6.1.

### COMPONENT A: AUDITOR-GENERAL OPINION OF FINANCIAL STATEMENTS 2012/13

6.1 AUDITOR GENERAL REPORTS 2012/13

**Auditor-General Report on Service Delivery Performance: 2012/13**

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
8	<ul style="list-style-type: none"> <li>As disclosed in note 34 to the financial statements, unauthorised expenditure in respect of prior years of R17 287 070 has not yet been dealt with in accordance with section 32 of the MFMA.</li> </ul> <p>Recommendation: The accounting officer should address all identified shortcomings to ensure compliance with the requirements of the MFMA</p>	Management to strengthened internal controls to ensure compliance with the MFMA. The previous financial unauthorized and irregular will be investigated and findings will be reported to council for proper accountability	31 March 2014	In Progress : unauthorised expenditure was forwarded to MPAC for investigation
9	<ul style="list-style-type: none"> <li>As disclosed in note 36 to the financial statements, irregular expenditure of R108 077 478 was incurred in the current year and irregular expenditure from prior years of R96 477 772 has not yet been dealt with in accordance with section 32 of the MFMA.</li> </ul> <p>Recommendation: The accounting officer should address all identified shortcomings to ensure compliance with the requirements of the MFMA</p>	Management to strengthened internal controls to ensure compliance with the MFMA. The previous financial unauthorized and irregular will be investigated and findings will be reported to council for proper accountability	31 March 2014	In Progress: The unauthorised expenditure was forwarded to MPAC for investigation

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
10	<ul style="list-style-type: none"> <li>As disclosed in note 35 to the financial statements, fruitless and wasteful expenditure of R279 025 was incurred in the current year and fruitless and wasteful expenditure from prior years of R6 798 619 has not yet been dealt with in accordance with section 32 of the MFMA.</li> </ul> <p>Recommendation: The accounting officer should address all identified shortcomings to ensure compliance with the requirements of the MFMA</p>	Management to strengthened internal controls systems supporting continuous monitoring of transactions. The previous financial unauthorized and irregular will be investigated and findings will be reported to council for proper accountability	31 March 2014	In Progress: The unauthorised expenditure was forwarded to MPAC for investigation however we are still awaiting evidence to validate the status.
11	<ul style="list-style-type: none"> <li>As disclosed in note 33 to the financial statements, the corresponding figures for 30 June 2012 have been restated as a result of an error discovered during 2013 in the financial statements of the Moses Kotane Local Municipality at, and for the year ended, 30 June 2012</li> </ul> <p>Recommendations: CFO to review the financial statements prior submissions</p>	The error will be corrected in the third quarter draft 2013/2014 financials and to review financial statements before submission	31 March 2014	Completed: Restatement of financial statements done to achieve fair presentations
12	<ul style="list-style-type: none"> <li>As disclosed in note 4 to the financial statements, material losses of R74 878 318 were incurred as a result of provision for doubtful debts.(exp 25,29).</li> </ul> <p>Recommendations: Write off of service debts to employees and councils should be reversed.</p>	The municipality will reverse the write off for councillors and employees.	30 June 2014	Resolved
13	<ul style="list-style-type: none"> <li>As disclosed in note 39 to the financial statements, material losses of R7 354 606</li> </ul>	Management to provide a report showing water	30 June	In progress: to be addressed during

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	were incurred as a result of water losses. Recommendation: management should eliminate water losses	balances not billed for but in municipal supply pipes	2014	2013/14 audit cycle.
21	<ul style="list-style-type: none"> <li>A total of 100% of the reported indicators and reported target are not consistent with the indicators and targets as per the approved integrated development plan. This is due to the lack of adequate performance reporting and management system.</li> </ul> <p>Recommendation: Make targets and indicators consistent with those of IDP</p>	To arrange training on Framework for managing programme performance information for HOD's HOU's and Managers. <ul style="list-style-type: none"> <li>Sourcing of service provider</li> <li>Commencement of training</li> </ul>	31 <sup>st</sup> May 2014	Resolved
22	<ul style="list-style-type: none"> <li>A total of 100% of the indicators and targets reported in the annual performance report were changed in-year without following the process as prescribed in section 34 of the MSA. This is due to the lack of an adequate performance reporting and management system.</li> </ul> <p>Recommendation: Make targets and indicators consistent with those of IDP and provide portfolio of evidence</p>	To arrange training on Framework for managing programme performance information for HOD's HOU's and Managers. <ul style="list-style-type: none"> <li>Sourcing of service provider</li> </ul> <p>Commencement of training</p>	31 <sup>st</sup> May 2014	Resolved
23	<ul style="list-style-type: none"> <li>A total of 21% of the targets were not specific in clearly identifying the nature and the required level of performance. Management was aware of the requirements of the FMPPI but did not receive the necessary training to</li> </ul>	To arrange training on Framework for managing programme performance information for HOD's HOU's	31 <sup>st</sup> May 2014	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	<p>enable application of the principles.</p> <p>Recommendation: management to be offered training on performance management and reporting</p>	<p>and Managers.</p> <ul style="list-style-type: none"> <li>• Sourcing of service provider</li> </ul> <p>Commencement of training</p>		
24	<ul style="list-style-type: none"> <li>• A total of 22% of the indicators were not verifiable in that valid processes and systems that produce the information on actual performance did not exist. This was due to the lack of key controls in the relevant systems of collection, collation and verification of actual performance information.</li> </ul> <p>Recommendation: Managers to keep a record of performance information.</p>	<p>To arrange training on Framework for managing programme performance information for HOD's HOU's and Managers.</p> <ul style="list-style-type: none"> <li>• Sourcing of service provider</li> </ul> <p>Commencement of training</p>	31 <sup>st</sup> May 2014	<p>In progress. Management is implementing controls with relevant systems of collection, collation and verification of performance.</p>
25	<p>I was unable to obtain the information and explanations I considered necessary to satisfy myself as to the reliability of information presented with respect to:</p> <ul style="list-style-type: none"> <li>• Basic Service Delivery and Infrastructure Development – Roads, Storm water and Electricity.</li> <li>• Basic Service Delivery and Infrastructure Development – Water and sanitation</li> <li>• Basic Service Delivery and Infrastructure Development – Community facilities</li> <li>• Basic Service Delivery and Infrastructure Development – Housing and building control</li> </ul>	<p>Management to submit records policies and procedure manual council for approval and follow-up on the reviewed File plan is submitted to Provincial Archives for approval</p> <p>Filing of vacant post.</p> <ul style="list-style-type: none"> <li>• four post filled</li> <li>• two records clerk post unfilled</li> <li>• requisition for one records clerk</li> </ul>	31 March 2014	<p>In progress.</p> <p>Review of POE files timeously and the validation of the reported information against the POE to ensure that reported information is supported by valid and accurate source documents / reports</p>

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	Recommendation: Management to implement record management system that is effective to ensure safe-keeping of records	submitted Records management committee established Training of the committee to commence Committee will make recommendation to management for the establishment of mini registries and records centre		
28	<ul style="list-style-type: none"> <li>The performance management system of the municipality did not provide for taking steps to improve performance with regard to those development priorities and objectives where performance targets are not met, as required by section 41 (1)(d) of the MSA.</li> </ul> <p>Recommendation: Revise PMS framework to cover the issue</p>	Review PMS framework to addressed weaknesses during 2014-15		In progress: The revised framework was adopted by Council (ref: 111/11/2013)
29	<ul style="list-style-type: none"> <li>Revisions to the service delivery and budget implementation plan were not approved by the council after the approval of the adjustments budget, as required by section 54(1)(c) of the MFMA.</li> </ul> <p>Recommendation: develop a budgeting and reporting calendar to ensure council approves SDBIP.</p>	Prepare SDBIP to support execution of annual budget and associated IDP as required by Revise PMS framework to cover the issue Revise PMS framework to cover the issue section 54(1)(c) of the MFMA	28 Feb 2014	<p>Resolved</p> <p>Revisions to the service delivery and budget implementation plan were approved by the council after the approval of the adjustment budget as</p>

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
				required by section 54(1)(c ) of the MFMA
30	<ul style="list-style-type: none"> <li>The accounting officer of the municipality did not by 25 January assess the performance of the municipality during the first half of the financial year, as required by section 72(1)(a)(ii) of the MFMA.</li> </ul> <p>Recommendation: The accounting officer to carry out a mid-year assessment of budget execution and performance.</p>	Management to undertake mid-year budget execution and performance assessment in accordance with section 72(1)(a)(ii)	25 Jan 2014	<p>Resolved</p> <p>The Accounting Officer of the municipality assessed the performance of the municipality during the first half of the financial year as required by section 72 (1) (a)(ii) of the MFMA</p> <p>HOU: PMS to forward the matter to the Municipal Manager for resolving.</p>
27	<ul style="list-style-type: none"> <li>The integrated development plan adopted by the municipality does not reflect and identify the key performance indicators and targets, as required by sections 26 and 41 of the MSA.</li> </ul> <p>Recommendation: management to prepare IDP containing targets for service indicators</p>	The recommendation is noted and will be rectified. Implementation will be done on the IDP 2014/2015 financial year.	31 May 2014	<p>Resolved</p> <p>2014/15 IDP has addressed the inclusion of the KPI's and targets as required by section 26 and 41 of the MSA</p>

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
32	<ul style="list-style-type: none"> <li>The audit committee did not advise the accounting officer on matters relating to the adequacy, reliability and accuracy of financial reporting and information, as required by section 166(2)(a)(iv) of the MFMA.</li> </ul> <p>Recommendation: AC to provide advice on matters relating to accuracy and reliability of financial reporting</p>	Management to provide AC members with annual financial statements and S71 of MFMA reports for review.	January 2014	Resolved: Audit Committee members provided comments on quarterly reports presented by management during AC meeting.
33	<ul style="list-style-type: none"> <li>The audit committee did not review the annual financial statements to provide the council with an authoritative and credible view of the financial position of the entity, its efficiency and effectiveness and its overall level of compliance with legislation, as required by section 166(2)(b) of the MFMA.</li> </ul> <p>Recommendation: AC to provide recommendations on the review of 2013-14 annual financial statements.</p>	Internal audit manager to receive a report on AC recommendations after the review of 2013-14 annual financial statements	January 2014	In progress: AC members asked to provide recommendations on the review of 2013-14 annual financial statements.
34	<ul style="list-style-type: none"> <li>The audit committee did not respond to the council on the issues raised in the audit reports of the Auditor-General, as required by section 166(2)(c) of the MFMA.</li> </ul> <p>Recommendation: AC should provide responses on issues raised by the AGSA</p>	Provide required support to AC as required by Section 166 of MFMA.	January 2014	Not resolved
35	<ul style="list-style-type: none"> <li>The audit committee did not meet at least four times a year, as required by section 166(4) (b)</li> </ul>	Management to provide providing all reports the Audit	January 2014	Resolved.

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	<p>of the MFMA.</p> <p>Recommendation: AC to meet at least four times in the financial year.</p>	Committee for considerations as required by section 166 of the MFMA and all other applicable legislations and regulations.		
36	<ul style="list-style-type: none"> <li>The performance audit committee did not meet at least twice during the financial year, as required by Municipal planning and performance management regulation 14(3)(a).</li> </ul> <p>Recommendation: performance audit committee to be constituted as per the prescripts</p>	Management to use existing AC as a performance management committee	January 2014	Resolved
37	<ul style="list-style-type: none"> <li>The audit committee did not review all the quarterly internal audit reports on performance measurement, as required by Municipal planning and performance management reg.14 (4) (a) (i).</li> </ul> <p>Recommendation: AC to receive and consider internal audit reports on quarterly basis and assess the extent to which IA has implemented approved internal audit plan.</p>	Internal audit manager to submit, quarterly, internal audit reports to the AC.	January 2014	Resolved
38	<ul style="list-style-type: none"> <li>The audit committee did not submit, at least twice during the financial year, an audit report on the review of the performance management system to the council, as required by Municipal planning and performance management reg. 14(4)(a)(iii).</li> </ul>	Management to provide performance information to AC members to review on quarterly basis.	January 2014	Not resolved: The Audit Committee did not submit at least twice during the financial year an audit report on the review of performance management system to

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	Recommendation: The AC to review performance and report to council			the Council
39	<ul style="list-style-type: none"> <li>The internal audit unit did not audit the performance measurements on a continuous basis and submitted quarterly reports on their audits to the municipal manager and the performance audit committee, as required by Municipal planning and performance management regulation 14(1)(c).</li> </ul> <p>Recommendation: Directors to provide internal audit with quarterly performance information for audit</p>	Internal audit to receive and audit performance information on quarterly basis.	25 <sup>th</sup> Apr 2014	Resolved.
40	<ul style="list-style-type: none"> <li>Goods and services of a transaction value above R200 000 were procured without inviting competitive bids, as required by SCM regulation 19(a).</li> </ul>	Management to report deviations from procurement prescripts as irregular expenditure and record all authorised deviations.	April 30, 2014	Resolved
41	<ul style="list-style-type: none"> <li>Invitations for competitive bidding were not always advertised for a required minimum period of days, as required by SCM regulation 22(1) &amp; 22(2).</li> </ul> <p>Recommendation: Management to use competitive bidding for services and goods valued over R200 000 and record reasons for deviations.</p>	Currently all bids are advertised according to the SCM policy and all relevant regulation	June 30, 2014	Resolved
42	<ul style="list-style-type: none"> <li>Bids were not always evaluated by bid evaluation committees which were composed</li> </ul>	Delegations of Financial Management authority to	June 30,	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	<p>of at least one SCM practitioner of the municipality as required by SCM regulation 28(2).</p> <p>Recommendation: SCM practitioners to be a member of a BEC</p>	assign SCM practitioner to the BEC,	2014	
43	<ul style="list-style-type: none"> <li>Bid adjudication was not always done by committees which were composed in accordance with SCM regulation 29(2).</li> </ul> <p>Recommendation: Bid adjudication committee to be set up with clear terms of reference.</p>	Management to set up BEC with membership distinct from Municipal Bid Adjudication Committee	June 30, 2014	Resolved
44	<ul style="list-style-type: none"> <li>Awards were made to bidders other than those recommended by the bid evaluation committee without ratification by the accounting officer, as required by SCM regulation 29(5)(b).</li> </ul> <p>Recommendation: Bid awards to be made according to the resolution of the bid adjudication committee</p>	Management to contract successful bidders according to the resolutions of the bid adjudication committee.	June 30, 2014	Resolved
45	<ul style="list-style-type: none"> <li>Contracts were awarded to bidders based on points given for criteria that differed from those stipulated in the original invitation for bidding, in contravention of SCM Regulations 21(b) and 28(1)(a) and the Preferential Procurement Regulations.</li> </ul> <p>Recommendation: Bid adjudication committee to award tender according to the original invitation</p>	Bid adjudication to award tenders according to original point system in the invitation for bidding documentation.	June 30, 2014	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	for bidding.			
46	<ul style="list-style-type: none"> <li>The preference point system was not applied in all procurement of goods and services above R30 000 as required by section 2(a) of the Preferential Procurement Policy Framework Act and SCM regulation 28(1)(a).</li> </ul> <p>Recommendation: Preference point systems to be applied consistently according to PPPF Act.</p>	Bid adjudication committee to apply preference system as required by PPPF Act.	June 30, 2014	Resolved
47	<ul style="list-style-type: none"> <li>Contracts were awarded to bidders based on preference points that were not allocated in accordance with the requirements of the Preferential Procurement Policy Framework Act and its regulations.</li> </ul> <p>Recommendation: The bid adjudication committee to award bids according to the requirements of PPPF Act.</p>	Management to award bids to successful bidders in accordance with PPPF Act.	June 30, 2014	Resolved
48	<ul style="list-style-type: none"> <li>Construction projects were not always registered with the Construction Industry Development Board (CIDB), as required by section 22 of the CIDB Act and CIDB regulation 18.</li> </ul> <p>Recommendation: Construction projects should be registered with CIDB.</p>	Corrected on all awards occurred in the 2013/2014 financial year	June 30, 2014	Resolved
49	<ul style="list-style-type: none"> <li>Contracts were awarded to providers whose tax matters had not been declared by the</li> </ul>	Management to ensure service providers submit tax	June 2014	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	<p>South African Revenue Service to be in order, as required by SCM regulation 43.</p> <p>Recommendation: SCM to award contracts to bidders in good standing in tax matters</p>	clearance certificates in 2013/2014 financial year		
50	<ul style="list-style-type: none"> <li>Contracts were awarded to bidders who did not submit a declaration on whether they are employed by the state or connected to any person employed by the state, as required by SCM regulation 13(c).</li> </ul> <p>Recommendation: Management should require all bidders to declare relationships with the municipality</p>	Management to include relevant declaration forms as part of the standard bidding documents in all awards occurring in the 2013/2014 financial year	June 2014	Resolved
51	<ul style="list-style-type: none"> <li>Reasonable steps were not taken to prevent irregular expenditure and fruitless and wasteful expenditure, as required by section 62(1)(d) of the MFMA.</li> </ul> <p>Recommendation: The accounting officer should addressed all gabs identified during audit to ensure compliance with MFMA</p>	Management to make the required report to council for the purpose condiment	June 30, 2014	Not resolved
52	<ul style="list-style-type: none"> <li>The municipality did not submit a report on compliance with prescribed competency levels to the National Treasury and relevant provincial treasury as required by the Minimum Competency Levels Regulation14(2)(a).</li> </ul> <p>Recommendation: management to provide</p>	Management to make required submissions for both July 2013 and January 2014 at the end of January 2014	January 2014	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	treasury with information of minimum competency levels			
53	<ul style="list-style-type: none"> <li>The annual report of the municipality did not reflect information on compliance with prescribed minimum competencies as required by the Minimum Competency Levels Regulation 14(2)(b).</li> </ul> <p>Recommendation: The AR should reflect information on prescribed minimum competencies as part of organisational development</p>	Management to report prescribed information on minimum competencies in the 2013/2014 annual report	30 June 2013	Resolved
54	<ul style="list-style-type: none"> <li>Irregular and fruitless and wasteful expenditure incurred by the municipality was not investigated to determine if any person is liable for the expenditure, in accordance with the requirements of section 32(2) of the MFMA.</li> </ul> <p>Recommendation: Management to investigate and deal with violations in terms of S32 of the MPA</p>	Management to report irregular and fruitless expenditure in terms of S32 of MFMA	June 30, 2014	In Progress Irregular, fruitless and wasteful expenditure incurred by the municipality, was forwarded to MPAC for investigation however we are still awaiting evidence to validate the status.
55	<ul style="list-style-type: none"> <li>The municipality operated its waste disposal sites and wastewater treatment facilities without a license or permit in contravention of section 20(b) of the National Environmental Management Waste Act, 2008 (Act No. 59 of 2008) (NEMWA), section 24(2)(a) of the National Environmental Management Act, 1998 (Act No. 107 of 1998) (NEMA), section</li> </ul>	To make application for permits and licenses for the Madikwe and Wastewater treatment plant with the Provincial DEDECT and DWA offices Draft Application letter to	30 July 2014 28 February 2014	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	<p>20(1) of the Environmental Conservation Act, 1989 (Act No. 73 of 1989) (ECA) and section 22(1)(b) of the National Water Act, 1998 (Act No. 36 of 1998) (NWA).</p> <p>Recommendation: Moses Kotane Local Municipality should ensure that their landfill sites are permitted and comply with the permit conditions and other legislative requirements.</p>	DEDECT for Madikwe landfill site		
56	<ul style="list-style-type: none"> <li>The municipality's operational activities at its waste disposal sites and wastewater treatment facilities contravened or failed to comply with the regulatory provisions in terms of section 67(1)(f)&amp;(h) of the NEMWA and section 29(4) of the ECA in instances where such were issued.</li> </ul> <p>Recommendation: The Municipality should ensure that their operational landfill sites comply with the permit conditions and all other legislative requirements</p>	<p>Re- Construction of Madikwe landfill site (fencing and building of cells for stock piling)</p> <p>Appointment of Operation and maintenance personnel for Madikwe landfill site</p> <p>To Complete civil works at new Mogwase landfill site and install the way bridge machine</p>		<p>Not resolved</p> <ul style="list-style-type: none"> <li>• Madikwe landfill site not yet reconstructed.</li> <li>• Operation and maintenance personnel for Madikwe landfill site not yet appointed.</li> </ul>
57	<ul style="list-style-type: none"> <li>The municipality's waste management and disposal activities contravened or failed to comply with the requirements of section 28(1) of the NEMA, section 19 of the NWA and sections 16(1)(c)&amp;(d) and 26(1)(b) of the NEMWA.</li> </ul> <p>Recommendation: Moses Kotane Local Municipality</p>	<p>Re- Construction of Madikwe landfill site (fencing and building of cells for stock piling)</p> <p>Appointment of Operation and maintenance</p>	30 Jul 2014 1 <sup>st</sup> Sep 2014	In progress

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	should ensure that their operational landfill sites comply with the permit conditions and all other legislative requirements	personnel for Madikwe landfill site  To Complete civil works at new Mogwase landfill site and install the way bridge machine		
61	<ul style="list-style-type: none"> <li>The council failed to implement good governance principles within the municipality. These include the development and implementation of a risk management policy, fraud prevention plan and an effective internal audit function and audit committee.</li> </ul> <p>Recommendation: management to develop a risk management plan, including fraud prevention.</p>	<u>Develop audit improvement plan to address risks identified by AGSA and</u> Review of risk management policy  Development of Implementation plan for consideration by AC	28 Feb 2014	In progress: Risk management plan developed as part audit improvement plan to address financial management weaknesses identified by AGSA. Risk management policy will be reviewed in 2014/15.
59	<p>IT governance is the responsibility of executive management. It is an integral part of organisational governance and consists of the leadership, organisational structures and processes that ensure that the organisation's IT resources would sustain its strategies and objectives. IT governance allows the organisation to manage IT risks and derive value from IT investments, and supports the achievement of business objectives that are dependent on IT systems.</p> <p>Recommendation: management to an ICT</p>	ICT Steering Committee consisting of representatives from all the business units has been established in August 2013.  IT Risk Management	June 2014	<p>Resolved</p> <p>Held 8 ICT Steering Committee meetings</p> <p>Draft ICT Risk Management Policy developed.</p> <p>Draft framework available monthly meetings with</p>

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
	<p>steering committee should be appointed. The committee should define the strategic direction of the IT resources employed by the municipality.</p>	<p>Enterprise risk management framework will be reviewed to include IT Risk management.</p> <p>Service Level Agreements</p> <p>There will be development of an SLA performance management system as well as monitoring of the SLA'S.</p>		service provided to discuss performance of SLAs
60	<p>Security management ensures that security controls are implemented to prevent unauthorised access to the network and information systems that generate the information used to prepare the financial statements.</p> <p>Recommendation: Management should work with the application vendor to enhance password security.</p>	<p>Password Settings</p> <p>The password policy is implemented on the eVenus system, and users are required to change their passwords every 60 days, and inactive users are log out after 30 days;</p> <p>Meeting have been held with VelaVKE and Payday Software to implement the password policy</p>	March 2014	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
		<p>Active Directory</p> <p>The Active Directory will be implemented in the current financial year. Budget provision has been made for this.</p> <p>Password Changes</p> <p>The IT Security policy will be reviewed to include the Auditor General's recommendation.</p>		
61	<p>User access control is the systematic process of managing the access of users to an application. The process includes the creation, modification, disabling/removal of user account and reviewing of user activities and access rights</p> <p>Recommendation: The ICT unit in conjunction with the Finance unit should perform the following: Regularly review activity logs that monitor user access on the applications. Business review of user access rights at least once in a six month period. This review should be aimed at: Identifying inappropriate access rights granted to the users and ensuring appropriate segregation of duties amongst users.</p>	<p>Discussion will be held with the CFO to come up with a plan of the systematic process of the user access rights on the financial systems</p>	<p>January 2014</p>	Resolved

QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
62	<p>Program change management controls ensure that any proposed changes to an existing information systems environment would be coordinated, scheduled, authorised and tested to prevent unnecessary disruptions, erroneous changes and unauthorised and inappropriate access to programs.</p> <p>Recommendation: Management should establish, implement, and enforce formal written policies and procedures to record and monitor changes to the system, creating a clear audit trail.</p>	Develop procedures for change control procedure and constitute a sub-committee (technical) of the ICT Steering committee	June 2014	Resolved
63	<p>IT service continuity is the process of managing the availability of hardware, system software, application software and data to enable an organisation to recover/re-establish information systems services in the event of a disaster. The process includes IT continuity planning, disaster recovery plans and backups.</p> <p>Recommendation: Management should develop and implement a DRP for the municipality and train relevant employees to execute the plan. In addition, backups should be made in accordance with the defined backup strategy and regular scheduled restore testing should be implemented.</p>	<p>Develop a Disaster Recovery Plan as part of Business Continuity Plan and undertake</p> <p>Backup Management with regards to the backup restoration procedures</p>	June 2014	Not resolved

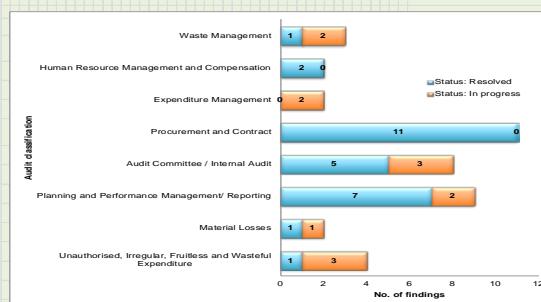
QUERY #	AUDIT FINDING AND RECOMMENDATION	MANAGEMENT REMEDIAL ACTION	TIME FRAME	STATUS
64	<p>Restrictions controlling physical access to sensitive areas and facilities safeguard information systems to ensure the security, integrity, condition, performance and accessibility of the systems and the system information. Environmental controls are implemented to protect information systems assets against environmental hazards posed by temperature fluctuations, water leakages, etc., to ensure the integrity, performance and accessibility of systems and information.</p> <p>Recommendation: Management should ensure restricted access and environmental controls are implemented in accordance with the IT Security policy. Access should be periodically reviewed and monitored.</p>	<p>Management to restrict access to computer room through registers and system generated list of users. Occupation, Health and Safety section will develop the development of the evacuation plan and testing will be done afterwards.</p>	March 2014	Resolved

### MOSES KOTANE LOCAL MUNICIPALITY

#### AIP Dashboard

Status as reported on 30 June 2014

Audit Finding Classification	Number of findings	Status:		Audit findings in progress of resolution
		Resolved	In progress	
Unauthorised, Irregular, Fruitless and Wasteful Expenditure	4	1	3	8,9 and 10
Material Losses	2	1	1	13
Planning and Performance Management/ Reporting	9	7	2	24 and 25
Audit Committee / Internal Audit	8	5	3	33,34 and 38
Procurement and Contract	11	11	0	
Expenditure Management	2	0	2	51 and 54
Human Resource Management and Compensation	2	2	0	
Waste Management	3	1	2	56 and 57
Risk Management	1	0	1	61
ICT Governance	6	5	1	63
	48	33	15	
	100%	69%	31%	



### MOSES KOTANE LOCAL MUNICIPALITY

#### AIP Dashboard

Status as reported to ARCOM on 30 July 2014

Audit category	Findings	Number of findings	Status:		Comments
			Resolved	In progress	
Unauthorised, Irregular, Fruitless and Wasteful Expenditure	8,9,10,11	4	1	3	100% The issues have been forwarded to MPAC for finalisation
Material Losses	12,13	2	1	1	50% This will be linked to the water conservation project
Planning and Performance Management/ Reporting	21,22,23,24,25,27,28,29,30	9	7	2	78% Performance Information:Usefulness of Information(1,22,23,24,26); Reliability of Information (21,22,23,24,27); Information: IDP(28) The relevant information will be addressed in the 13/14 Annual Report, the issue on the IDP is currently being addressed by management
Audit Committee / Internal Audit	32,33,34,35,36,37,38,39	8	5	3	63% Audit Committee (34-38) The issues on AC have been raised in the 13/14 Annual Internal Audit (39) the AG audit query has been addressed and cleared in the 13/14 FY
Procurement and Contract	40,41,42,43,44,45,46,47,48,49,50	11	11	0	100,0% Non compliance with SCM Regulations, procuring above 200 000 without competitive bidding (40); Bid not submitted to the relevant committee (41); Bid adjudication committee no compliance with Reg 29 (43); Awards to bidders not made in accordance with Reg 29(44); Non compliance with SCM Reg 21(b) 43 and 28(a) (45)(49); Non compliance with section 2(a) of the PPPFA and 28(1) in 13/14 AG Reg (46)(50)(47); Non compliance with CIBB Reg 18 (48).
Expenditure Management	51,54	2	0	2	0% Steps not taken to prevent irregular expenditure(52), the issue on irregular expenditure and wasteful expenditure not investigated (54).
Human Resource Management and Compensation	52,53	2	2	0	100% The issues (52) and (53) will be resolved with the completion of the 2013/2014 Annual Report
Waste Management	55,56,57	3	1	2	33% The issues (55) and (56) will be resolved with the completion of the 2013/2014 Annual Report
Risk Management	61	1	0	1	0% 100% The relevant action plans will be done in the 14/15 financial year
ICT Governance	59,60,61,62,63,64	6	5	1	83% Risk management Policy is in place, however the Risk Management implementation plan is not in place therefore the committee is not establish. Fraud Prevention plan has been developed(61)
		48	33	15	
	100%	69%	31%		

## 6.2 AUDITOR GENERAL REPORT 2013/14

### AUDITOR GENERAL REPORT ON THE FINANCIAL STATEMENTS: 2013/14

- Attach report.

### COMMENTS ON AUDITOR-GENERAL'S OPINION 2013/14:

### COMMENTS ON MFMA SECTION 71 RESPONSIBILITIES:

Section 71 of the MFMA requires municipalities to return a series of financial performance data to the National Treasury at specified intervals throughout the year. The Chief Financial Officer states that these data sets have been returned according to the reporting requirements.

Signed (Chief Financial Officer)..... Dated

*T 6.2.5*

## GLOSSARY

<b>Accessibility indicators</b>	Explore whether the intended beneficiaries are able to access services or outputs.
<b>Accountability documents</b>	Documents used by executive authorities to give “ <i>full and regular</i> ” reports on the matters under their control to Parliament and provincial legislatures as prescribed by the Constitution. This includes plans, budgets, in-year and Annual Reports.
<b>Activities</b>	The processes or actions that use a range of inputs to produce the desired outputs and ultimately outcomes. In essence, activities describe “ <i>what we do</i> ”.
<b>Adequacy indicators</b>	The quantity of input or output relative to the need or demand.
<b>Annual Report</b>	A report to be prepared and submitted annually based on the regulations set out in Section 121 of the Municipal Finance Management Act. Such a report must include annual financial statements as submitted to and approved by the Auditor-General.
<b>Approved Budget</b>	The annual financial statements of a municipality as audited by the Auditor General and approved by council or a provincial or national executive.
<b>Baseline</b>	Current level of performance that a municipality aims to improve when setting performance targets. The baseline relates to the level of performance recorded in a year prior to the planning period.
<b>Basic municipal service</b>	A municipal service that is necessary to ensure an acceptable and reasonable quality of life to citizens within that particular area. If not provided it may endanger the public health and safety or the environment.
<b>Budget year</b>	The financial year for which an annual budget is to be approved – means a year ending on 30 June.
<b>Cost indicators</b>	The overall cost or expenditure of producing a specified quantity of outputs.
<b>Distribution indicators</b>	The distribution of capacity to deliver services.
<b>Financial Statements</b>	Includes at least a statement of financial position, statement of financial performance, cash-flow statement, notes to these statements and any other statements that may be prescribed.
<b>General Key performance indicators</b>	After consultation with MECs for local government, the Minister may prescribe general key performance indicators that are appropriate and applicable to local government generally.

<b>Impact</b>	The results of achieving specific outcomes, such as reducing poverty and creating jobs.
<b>Inputs</b>	All the resources that contribute to the production and delivery of outputs. Inputs are "what we use to do the work". They include finances, personnel, equipment and buildings.
<b>Integrated Development Plan (IDP)</b>	Set out municipal goals and development plans.
<b>National Key performance areas</b>	<ul style="list-style-type: none"> <li>• Service delivery &amp; infrastructure</li> <li>• Economic development</li> <li>• Municipal transformation and institutional development</li> <li>• Financial viability and management</li> <li>• Good governance and community participation</li> </ul>
<b>Outcomes</b>	The medium-term results for specific beneficiaries that are the consequence of achieving specific outputs. Outcomes should relate clearly to an institution's strategic goals and objectives set out in its plans. Outcomes are "what we wish to achieve".
<b>Outputs</b>	The final products, or goods and services produced for delivery. Outputs may be defined as "what we produce or deliver". An output is a concrete achievement (i.e. a product such as a passport, an action such as a presentation or immunization, or a service such as processing an application) that contributes to the achievement of a Key Result Area.
<b>Performance Indicator</b>	Indicators should be specified to measure performance in relation to input, activities, outputs, outcomes and impacts. An indicator is a type of information used to gauge the extent to which an output has been achieved (policy developed, presentation delivered, service rendered)
<b>Performance Information</b>	Generic term for non-financial information about municipal services and activities. Can also be used interchangeably with performance measure.
<b>Performance Standards:</b>	The minimum acceptable level of performance or the level of performance that is generally accepted. Standards are informed by legislative requirements and service-level agreements. Performance standards are mutually agreed criteria to describe how well work must be done in terms of quantity and/or quality and timeliness, to clarify the outputs and related activities of a job by describing what the required result should be. In this EPMDS performance standards are divided into indicators and the time factor.

<b>Performance Targets:</b>	The level of performance that municipalities and its employees strive to achieve. Performance Targets relate to current baselines and express a specific level of performance that a municipality aims to achieve within a given time period.
<b>Service Delivery Budget Implementation Plan</b>	Detailed plan approved by the mayor for implementing the municipality's delivery of services; including projections of the revenue collected and operational and capital expenditure by vote for each month. Service delivery targets and performance indicators must also be included.
<b>Vote:</b>	<p>One of the main segments into which a budget of a municipality is divided for appropriation of money for the different departments or functional areas of the municipality. The Vote specifies the total amount that is appropriated for the purpose of a specific department or functional area.</p> <p>Section 1 of the MFMA defines a “vote” as:</p> <p><i>a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and</i></p> <p><i>b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned</i></p>

## APPENDICES

## APPENDIX A – COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

**Comment [J20]: Jerry**

Note: Councillors appointed on a proportional basis do not have Wards allocated to them

14

## Concerning T A

**Delete Directive note before publication:** Provide comments on the above table.

T A.1

## APPENDIX B – COMMITTEES AND COMMITTEE PURPOSES

**Comment [J21]: Mayor office**

## APPENDIX C –THIRD TIER ADMINISTRATIVE STRUCTURE

<b>Third Tier Structure</b>	
<b>Directorate</b>	<b>Director/Manager (State title and name)</b>
Municipal Manager's Office	Ms SR Dince
Corporate Services	Mr PP Shikwane
Planning and Development	Mr A Sefanyetso
Budget and Treasury	Ms O Ndlovu
Community Services	Mr C Molokoane
Infrastructure and Technical Services	vacant

## APPENDIX D – FUNCTIONS OF MUNICIPALITY / ENTITY

Municipal / Entity Functions		
MUNICIPAL FUNCTIONS	Function Applicable to Municipality (Yes / No)*	Function Applicable to Entity (Yes / No)
<b>Constitution Schedule 4, Part B functions:</b>		
Air pollution		
Building regulations		
Child care facilities		
Electricity and gas reticulation		
Firefighting services		
Local tourism		
Municipal airports		
Municipal planning		
Municipal health services		
Municipal public transport		
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law		
Pontoons, ferries, jetties, piers and harbours, excluding the regulation of international and national shipping and matters related thereto		
Stormwater management systems in built-up areas		
Trading regulations		
Water and sanitation services limited to potable water supply systems and domestic waste-water and sewage disposal systems		
Beaches and amusement facilities		
Billboards and the display of advertisements in public places		
Cemeteries, funeral parlours and crematoria		
Cleansing		
Control of public nuisances		
Control of undertakings that sell liquor to the public		
Facilities for the accommodation, care and burial of animals		
Fencing and fences		
Licensing of dogs		
Licensing and control of undertakings that sell food to the public		
Local amenities		
Local sport facilities		
Markets		
Municipal abattoirs		
Municipal parks and recreation		
Municipal roads		
Noise pollution		
Pounds		
Public places		
Refuse removal, refuse dumps and solid waste disposal		
Street trading		
Street lighting		
Traffic and parking		
* If municipality: indicate (yes or No); * If entity: Provide name of entity		TD

Comment [J22]: IDP

## APPENDIX E – WARD REPORTING

Functionality of Ward Committees						
Ward Name (Number)	Name of Ward Councillor and elected Ward committee members	Ward Committee Members	Committee established (Yes / No)	Number of monthly Committee meetings held during the year	Number of monthly reports submitted to Speakers Office on time	Number of quarterly public ward meetings held during year
1	HAZEL RAMOKOPELWA	Sephogi Ryme Tebogo Matlapeng W.B Lerato Mekgwe Mogapi Martha.N Tunzi H.M Diale James Nageng Edith Botshelo Lydia Ramerafe Barbra Karabo Molefe	Yes	12	5	12
2	MOYO FLORAH	Bogatsu Nono Sara Dithate Ntutu Reuben Dubazana B.N Molapisi Mpho M Molefe Caroline K Morebantwa Neo M Motswagosele Michael Lesomo L.P Mokone Daniel	Yes	12	3	12

3	MKHANDAWIRI L	Thiti Johannah Thonoki Tlhagwane Rebecca Kgame Makgamanyane Suzan Gideon Sekano Manopolo Patricia Setlogelo Solomon Maropeng Labius Fono Legodi Rebecca Kenetswe Pooe Lesego S Edward Manyako	Yes	12	5	12
4	NHLAPO LINDIWE	Mosime Obed Mosime Mokobe Dimakatso Johanna Monnana Patrick I Mooketsi T.M Mofokeng Ratala S Sekgabi R.M Ngakane Sekgele Isaac M.M. Ramekwa Poloko Lesomo	Yes	12	6	12
5	TAU DIPUO	Moatshe Masellane Bernard Kgwefane Mary M Motlhabi R Simon Sibanda M.M Banda Solomon Seema Diale Jacobeth Rebecca Maru Mmebe Kelebogile Molefe	Yes	12	4	12

6	MOLOI NTSEBENG	Lesolebe Bogoko Marcus Lesolebe Mmampho Doricca Dibotel Seapei Khunou B.E Mtengezo Ashon Wilson Kgokong Irene Dikeledi Ngobeni Doris Mafanato Karel Sedile Tau Cathrine Setshego Sekano Grace Ineeleng	Yes	12	5	12
7	SALTIEL NTSHABELE	Mogapi Rosinah Kabakae Ngqukutu Vuyiseka Zifunel Vuyiswa Charity Modise Goso Nokuzola Grace Baleni Sithembiso Martha Koopedi Madigu Bunny Rasephei G.M	Yes	12	2	12

8	DANIEL MOTSOMI LEOTO	Moeng Meme Rebecca Leoto Josphine Tsholofelo Dipuo Molefe Dlamini Amen Mtheleli Mampu Rosina Shiela Diatshwana Gaitsemang Mack Masilela Refilwe Velecia Modise E.G Masule Anna Naledi Mogalefi Koketso Moses	Yes	12	1	12
9	MOTSHEGOA PINKY	Modise Kgantshang Daphney Motshegwe Yvonne Eva Phefo Moniccah Ntoagae Lucky William Lucas Kalaba TA Thebyane Elizabeth Mankhela Sophy Mokotedi Pilane Tshimane Sebele Benjamin	Yes	12	9	12

10	ZITHA LERATO	Ntsimane George Otto Ikaneng Wonder Paul Mpasha N.Z Kgomo Joyce Kgwale Morebula Evon Ramontsho Joas Senku Thakadu Phenyo Clement Khumalo Kagiso Selomon Kganakga M.D Pile Tshegofatso Noami	Yes	12	3	12
11	NONO MATSHERENG	Tshinto Seth Fretie Ramokoka Maalosa Caesar Mphela Mamiki Johanna Mphela Violet Monagane Bafedile Segone Kenyaditse Magdeline Moatshe Thapelo Calvin Moatshe Dithoriso Johanna Maledu Wilhemina Dikeledi Mancha Molemi Masekata Lena	Yes	12	4	12

12	RAMOKOKA AARON	Maponyane William Motsosi Tshoma Mosidi Louisa Songo Kedibone Marriam Mosito Baleseng Magdeline Motingwe Johanna Mampuseng Tapala Madumetja John Desmond Ramokoka Dire Mampharafara Peter Mpudi Dinah Dipuo	Yes	12	6	12
13	MOTLHAGA RUTH	Nelly Moloi Nkwe Queen Keorapetse Ntshole Radibe Molatlhegi Cornelius Tshenyi Dorothy Molelekeng Lethabo Joyce Matshana Mantoa Margaret Ratsela Geoffrey Ramokwena Siko Dikeledi Esther Jerry Ntshabele	Yes	12	1	12
14	JAFTA LEBOGANG MASILO	Morake Thabo Joshua Meshack Monnakgotla Kodisang Tumagole Stephen Mbopo Sarah Julia Loeto Lesang Lawrence Moyo Basebi Daphney Koitsiwe Kgomotso Jacqueline	Yes	12	9	12

15	LETLAPE ABEDNICO TSHWENYEGO	Radebe Dumazile Johannah Peggy Dube Balatseng Dorothy Moanakwena Mmabatho Irene Phaladi Mabosheke Salome Serunye Louisa Nana Morobe Ezekiel Masilo Mfolwe Glad Lerato Kgengwe Taote Israel Dibobo Constance Sibanda Siangiso	Yes	12	10	12
16	PHETO ROSE	Moshashe Modiegi Anna Mogale Baleseng Joyce Serole Claudina Lesego Seemise Peter Mokowe Molefe John MA Mathibe MS Makgale Maunatlala Nokila Thomas Mampane Ditshebo Batseba Mabe Elizabeth Queen	Yes	12	5	12

17	MANGANYE BUSHY SOLOMON	Mothatswe P.M Fani Nkoki Esther Letsholo Moitsheki Reginah Maloba D.D Molefe G.J Mafotsa Juri Lesejane Peter Matlapeng Mabusela Kgomotso Comfort Ruele Lesobe Lion Ledoaba Lesetja Benedict	Yes	12	10	12
18	RADIOKANA MAMIKIE	Rankoa Sylvia Keisang Lesejane Hana Molefe Kabelo Johannes Mosome Carol Phege Lebogang Mary Motlhabane Mpoko Richard Joseph Ramoni Madubung Elsie Dibethe Lephoi Johanna	Yes	12	7	12
19	JOYCE MEKGWE	Thomelo Violet Tshidi Masoko Jooste Tsibela Kodongo Harry Kgothatso Selebogo George Keorapetse Letsholo Christina Keitumetse Mekgwe Mabokgola Geniffer Mothobi Mmolawa Matabane Catherine Motaung Annie	Yes	12	4	12

20	TSHETLHANE DITHOTHI (EXCO MEMBER)	Senne Nchane Pauline Komane Nakedi Klaas Letsholo Beauty Mantsho Matsafu Shimane Alfred Tlholve Kesalegome Mirriam Matsafu Rinah Mmadikhu Senneloe Ruth Semakaleng Lesele Andrew Tolwe Ramasita Odirile Moses Magoleng Rosinah Dikgothi	Yes	12	6	12
21	SIPHO VAVA	Motlalepule Tagobe Emma Phepheng Angelina Molete Mabote Dorothy Ikgopoleng Letswamotse Agnes Tsholofelo Kgasoane Marry Mmoni Galeamiwe Doris Sinah Herman Molete Tshepo Khumalo	Yes	12	6	12
22	MITA KHUTSAFALO KHUNOU	Phefo Monicah Seaketso Mpho Mosito Jonas Monkwe Maria Poonyane Elizabeth Masilo Johannes Thapelo Khunou Motsei Beauty Mbewe Ntifi Dapney Ramatlhape Mpho Sarah Sello Thabo Eric	Yes	12	10	12

23	NKOTSOE NKETU <b>(EXCO MEMBER)</b>	Bogatsu Lizzie Masiangwako Johanna Thondwane D.I Mosime Hilda Mokgoebi Jane Kate Mopedi Jane Mokgosi Tshidiso Grace Tsokodibane Nthabiseng Makgotlhwe Grace Gadifele Ramokgadi	Yes	12	2	12
24	MAGODIELO ABISH	Madimabe S.Deborah Mosidi G.Lazarus Sekao N.S Kau Prudence Tshepo Maake Rosina Ofina Mogapi Keoagile Peter Seeletso Jane Lesego Anna Mmatsheko Koitsiwe Motsisi Linki Caroline Mmamane Mosime	Yes	12	5	12

25	PELE JULIA	Modise Catherine M Segone Sello Segone Jeffrey Sebaga Morobane Janice Boipuso Toute Dorothy Makhuduga Mogwe Gift Tunte Marokwane Tebogo Kubatsi Sarah Setlalelwang Lindiwe Mokgatle Tumisang Matsietsa	Yes	12	7	12
26	SEKAO HENDRICK	Letlape Nkeko Anastantia Molefe Boitumelo Patricia Moruane Mogomotsi Motlhabi Mmama Olga Mothoane Lebogang Joyce Tshailane Zacharia Daniel Moanakwena Basotho Hendrik Masisi Masweu Magdeline	Yes	12	4	12
27	MAKGOTHI THOMPSON	Chinbano Elizabeth Diatshwana Boikhutso Khumalo Thapelo Hendrick Molane Esslyn Motwasejane Magret Putuka Kealeabetswe Gopolang Daniel Motswadi G.D Moloana R	Yes	12	2	12

28	LUKHELE ROSE MPULA	Moutloatse Elizabeth Kelebogile Segakweng Serame Lucas Mogapi Isaac Matlhasinyana Matshoba Sipho Roseman Moloko A.N Khoza Deliwe Elizabeth Genu Patricia Thenjiwe Ditsele Annah Tsholofelo Sekete Herman Sizwe	Yes	12	2	12
29	TOTO JOHANNES MOENG	Pheto James.E Ntswetswe John Ramokoti Sesinyi I.B Mogapi Ramonane Ishmael TS Motswakhumo Menzi Mmamotiane Martha Matlou Odisitse April Ntlhabane S.D Jabosigo Keromamang Jonas Bubisi Kagiso Donald	Yes	12	3	12
30	MONNAKGOTLA CHONKO TRIPHOSA	Bishop Mothibedi Masilo Rosina Madimi Matshitse Samuel Kgatatso Mollo Nthabiseng Mtshali Richard Mphumleni TD Tseladimitlwa Putu David Obakeng Fikile Mpako Ximba Philimon Bongani	Yes	12	5	12

31	MPHO MONYATSI	Ramahlape Matshwenyego Cathrine Mokwena Isaac Kagiso Gouwe Baatseba Cathrine Mangadi Rina Naome Meya Mogomotsi Billy Makgale Khumo Felecia Ruele Neo Mirriam Makete Tsholofelo Maria Molati Tiny R Segabetla Aron	Yes	12	10	12
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## APPENDIX F – WARD INFORMATION

Ward Title: Ward Name (Number)				
Capital Projects: Seven Largest in 2013/14 (Full List at Appendix O)				
No.	Project Name and detail	Start Date	End Date	R' 000
1	Ground water optimization	22/06/2014	22/12/2014	12000
2	Tussenkoms Ruighoek Bulkline	01/09/2014	01/09/2015	14900
3	Rural Sanitation in All Wards	05/05/2014	29/08/2014	16500
4	Provision of High Mast Lights	05/04/2014	05/07/2014	2000
5	Provision of High Mast light in Vrede	05/04/2014	05/07/2014	2000
6	Mopyane internal roads	03/04/2014	29/08/2014	6000
7	Siga and Masekolane	10/04/2014	10/11/2014	10000
8	Mabodisa internal roads	06/05/2014	06/10/2014	6000

## APPENDIX G – RECOMMENDATIONS OF THE MUNICIPAL AUDIT COMMITTEE 2013/14

Municipal Audit Committee Recommendations		
Dates of Committee Meetings	Committee recommendations during 2013/14	Recommendations adopted (enter Yes) If not adopted (provide explanation)
27-Aug-13	1. Monitoring and control not sufficient and requires management intervention	Yes
17-Oct-13	2. Initiatives are required to further embed Risk Management in the Municipality's processes. This includes further clarifying roles and responsibilities, improving training, developing performance measurements, monitoring compliance with the integrated risk management policy and framework, and consistent application of approach	Yes
11-Nov-13		
20-Jan-14		
17-Mar-14	3. More attention to legislative compliance is necessary. Issues such as environment and waste management and occupational health and safety must be addressed	Yes
13-Jun-14		

## APPENDIX H - LONG TERM CONTRACTS AND PUBLIC PRIVATE PARTNERSHIPS

## APPENDIX I – MUNICIPAL ENTITY/ SERVICE PROVIDER PERFORMANCE SCHEDULE

## APPENDIX J – DISCLOSURES OF FINANCIAL INTERESTS

**Comment [J23]: CORPORATE SERVICES**

## APPENDIX K: REVENUE COLLECTION PERFORMANCE BY VOTE AND BY SOURCE

### APPENDIX K (i): REVENUE COLLECTION PERFORMANCE BY VOTE

Vote Description	Revenue Collection Performance by Vote					
	Year -1	Current: Year 0			Year 0 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustments Budget
Example 1 - Vote 1						
Example 2 - Vote 2						
Example 3 - Vote 3						
Example 4 - Vote 4						
Example 5 - Vote 5						
Example 6 - Vote 6						
Example 7 - Vote 7						
Example 8 - Vote 8						
Example 9 - Vote 9						
Example 10 - Vote 10						
Example 11 - Vote 11						
Example 12 - Vote 12						
Example 13 - Vote 13						
Example 14 - Vote 14						
Example 15 - Vote 15						
<b>Total Revenue by Vote</b>	-	-	-	-	-	-

*Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual.*

*This table is aligned to MBRR table A3*

Comment [J24]: CFO

## APPENDIX K (ii): REVENUE COLLECTION PERFORMANCE BY SOURCE

Description	Revenue Collection Performance by Source						R '000
	Year -1	Year 0			Year 0 Variance		
Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustments Budget		
Property rates	26,485	23,572	28,075	23,042	-2%	-22%	
Property rates - penalties & collection charges	8,541	8,285	9,054	8,456	2%	-7%	
Service Charges - electricity revenue	12,355	10,254	12,478	13,219	22%	6%	
Service Charges - water revenue	14,232	13,235	13,662	12,097	-9%	-13%	
Service Charges - sanitation revenue	6,542	5,496	5,954	6,346	13%	6%	
Service Charges - refuse revenue	1,865	1,622	1,865	1,510	-7%	-23%	
Service Charges - other	5,643	5,530	5,925	5,304	-4%	-12%	
Rentals of facilities and equipment	5,643	5,530	5,925	5,304	-4%	-12%	
Interest earned - external investments	5,322	4,470	5,747	4,630	3%	-24%	
Interest earned - outstanding debtors	8,455	8,455	8,624	9,554	12%	10%	
Dividends received	1,254	1,003	1,191	1,354	26%	12%	
Fines	2,516	2,063	2,264	2,340	12%	3%	
Licences and permits	6,846	6,230	7,256	6,640	6%	-9%	
Agency services	12,546	10,413	11,793	11,542	10%	-2%	
Transfers recognised - operational	2,355	2,190	2,425	2,402	9%	-1%	
Other revenue	48,542	40,776	48,542	46,115	12%	-5%	
Gains on disposal of PPE	4,565	3,698	4,337	4,291	14%	-1%	
Environmental Protection	5,649	4,971	6,157	4,971	0%	-24%	
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>179,353</b>	<b>157,791</b>	<b>181,274</b>	<b>169,118</b>	<b>6.70%</b>	<b>-7.19%</b>	

Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. This table is aligned to MBRR table A4.

Comment [J25]: CFO

T K.2

## APPENDIX L: CONDITIONAL GRANTS RECEIVED: EXCLUDING MIG

Details	Budget	Adjustments Budget	Actual	Variance		Major conditions applied by donor (continue below if necessary)
				Budget	Adjustments Budget	
Neighbourhood Development Partnership Grant						
Public Transport Infrastructure and Systems Grant						
<i>Other Specify:</i>						
<b>Total</b>						
<small>* This includes Neighbourhood Development Partnership Grant, Public Transport Infrastructure and Systems Grant and any other grant excluding Municipal Infrastructure Grant (MIG) which is dealt with in the main report, see T 5.8.3. Variances are calculated by dividing the difference between actual and original/adjustments budget by the actual. Obtain a list of grants from national and provincial government.</small>						TL

Comment [J26]: CFO

COMMENT ON CONDITIONAL GRANTS EXCLUDING MIG:

**Delete Directive note once comment is completed** – Use this box to provide additional information on grant benefits or conditions and reasons for acceptance.

TL.1

Comment [J27]: cfo

## APPENDIX M: CAPITAL EXPENDITURE – NEW & UPGRADE/RENEWAL PROGRAMMES

### APPENDIX M (i): CAPITAL EXPENDITURE - NEW ASSETS PROGRAMME

Capital Expenditure - New Assets Programme*							R '000
Description	Year -1	Year 0		Planned Capital expenditure			
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY +1	FY +2	FY +3
<u>Capital expenditure by Asset Class</u>							
Infrastructure - Total	-	-		-	-	-	-
Infrastructure: Road transport - Total	-	-		-	-	-	-
Roads, Pavements & Bridges							
Storm water							
Infrastructure: Electricity - Total	-	-		-	-	-	-
Generation							
Transmission & Reticulation							
Street Lighting							
Infrastructure: Water - Total	-	-		-	-	-	-
Dams & Reservoirs							
Water purification							
Reticulation							
Infrastructure: Sanitation - Total	-	-		-	-	-	-
Reticulation							
Sewerage purification							
Infrastructure: Other - Total	-	-		-	-	-	-
Waste Management							
Transportation							
Gas							
Other							
Community - Total	-	-		-	-	-	-
Parks & gardens							
Sportsfields & stadia							
Swimming pools							
Community halls							
Libraries							
Recreational facilities							
Fire, safety & emergency							
Security and policing							
Buses							
Clinics							
Museums & Art Galleries							
Cemeteries							
Social rental housing							
Other							

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Comment [J28]: CFO

Table continued from previous page

Capital Expenditure - New Assets Programme*							R '000
Description	Year -1	Year 0			Planned Capital expenditure		
	Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3
<b>Capital expenditure by Asset Class</b>							
<b>Heritage assets - Total</b>	-	-		-	-	-	-
Buildings							
Other							
<b>Investment properties - Total</b>	-	-		-	-	-	-
Housing development							
Other							
<b>Other assets</b>	-	-		-	-	-	-
General vehicles							
Specialised vehicles							
Plant & equipment							
Computers - hardware/equipment							
Furniture and other office equipment							
Abattoirs							
Markets							
Civic Land and Buildings							
Other Buildings							
Other Land							
Surplus Assets - (Investment or Inventory)							
Other							
<b>Agricultural assets</b>	-	-		-	-	-	-
<i>List sub-class</i>							
<b>Biological assets</b>	-	-		-	-	-	-
<i>List sub-class</i>							
<b>Intangibles</b>	-	-		-	-	-	-
Computers - software & programming							
Other (list sub-class)							
<b>Total Capital Expenditure on new assets</b>	-	-		-	-	-	-
<b>Specialised vehicles</b>	-	-		-	-	-	-
Refuse							
Fire							
Conservancy							
Ambulances							

\* Note: Information for this table may be sourced from MBRR (2009: Table SA34a)

Comment [J29]: CFO

## APPENDIX M (ii): CAPITAL EXPENDITURE – UPGRADE/RENEWAL PROGRAMME

Description	Capital Expenditure - Upgrade/Renewal Programme*						
	Year -1	Year 0			Planned Capital expenditure		
		Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2
<b>Capital expenditure by Asset Class</b>							
<b>Infrastructure - Total</b>	–	–			–	–	–
Infrastructure: Road transport -Total	–	–			–	–	–
<i>Roads, Pavements &amp; Bridges</i>							
<i>Storm water</i>							
Infrastructure: Electricity - Total	–	–			–	–	–
<i>Generation</i>							
<i>Transmission &amp; Reticulation</i>							
<i>Street Lighting</i>							
Infrastructure: Water - Total	–	–			–	–	–
<i>Dams &amp; Reservoirs</i>							
<i>Water purification</i>							
<i>Reticulation</i>							
Infrastructure: Sanitation - Total	–	–			–	–	–
<i>Reticulation</i>							
<i>Sewerage purification</i>							
Infrastructure: Other - Total	–	–			–	–	–
<i>Waste Management</i>							
<i>Transportation</i>							
<i>Gas</i>							
<i>Other</i>							
<b>Community</b>	–	–			–	–	–
<i>Parks &amp; gardens</i>							
<i>Sportsfields &amp; stadia</i>							
<i>Swimming pools</i>							
<i>Community halls</i>							
<i>Libraries</i>							
<i>Recreational facilities</i>							
<i>Fire, safety &amp; emergency</i>							
<i>Security and policing</i>							
<i>Buses</i>							
<i>Clinics</i>							
<i>Museums &amp; Art Galleries</i>							
<i>Cemeteries</i>							
<i>Social rental housing</i>							
<i>Other</i>							
<b>Heritage assets</b>	–	–			–	–	–
<i>Buildings</i>							
<i>Other</i>							

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Comment [J30]: CFO

Table continued from previous page

Description	Capital Expenditure - Upgrade/Renewal Programme*						R '000
	Year -1	Year 0		Planned Capital expenditure			
Actual	Original Budget	Adjustment Budget	Actual Expenditure	FY + 1	FY + 2	FY + 3	
<b>Capital expenditure by Asset Class</b>							
<b>Investment properties</b>	-	-	-	-	-	-	-
Housing development							
Other							
<b>Other assets</b>	-	-	-	-	-	-	-
General vehicles							
Specialised vehicles							
Plant & equipment							
Computers - hardware/equipment							
Furniture and other office equipment							
Abattoirs							
Markets							
Civic Land and Buildings							
Other Buildings							
Other Land							
Surplus Assets - (Investment or Inventory)							
Other							
<b>Agricultural assets</b>	-	-	-	-	-	-	-
<i>List sub-class</i>							
<b>Biological assets</b>	-	-	-	-	-	-	-
<i>List sub-class</i>							
<b>Intangibles</b>	-	-	-	-	-	-	-
Computers - software & programming							
Other ( <i>list sub-class</i> )							
<b>Total Capital Expenditure on renewal of existing assets</b>	-	-	-	-	-	-	-
<b>Specialised vehicles</b>	-	-	-	-	-	-	-
Refuse							
Fire							
Conservancy							
Ambulances							

\* Note: Information for this table may be sourced from MBRR (2009: Table SA34b)

Comment [J31]: CFO

## APPENDIX N – CAPITAL PROGRAMME BY PROJECT 2013/14

Capital Project	Capital Programme by Project: Year 0					R' 000
	Original Budget	Adjustment Budget	Actual	Variance (Act - Adj) %	Variance (Act - OB) %	
Water						
"Project A"	82	85	92	8%	11%	
"Project B"	82	85	92	8%	11%	
"Project C"	85	90	95	5%	11%	
Sanitation/Sewerage						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Electricity						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Housing						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Refuse removal						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Stormwater						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Economic development						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Sports, Arts & Culture						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Environment						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Health						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
Safety and Security						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
ICT and Other						
"Project A"	82	85	92	8%	11%	
"Project B"	85	90	95	5%	11%	
						T N

Comment [J32]: CFO

APPENDIX O – CAPITAL PROGRAMME BY PROJECT BY WARD 2013/14

Capital Programme by Project by Ward: Year 2013/2014		
Capital Project	Ward(s) affected	R' 000 Works completed (Yes/No)
<b>Water</b>		
Ground Water Optimization		NO
Tussenkoms/Ruighoek Bulk Water		NO
<b>Sanitation/Sewerage</b>		
Rural Sanitation Programme - Phase III	Ward 2, Ward 3, Ward 7	NO
<b>Electricity</b>		
Vrede/Seshibitswe High Mast Lights	Ward 21	NO
Phase II - Provision of High Mast lights for Bojating, Ga-Ramokoka, Mmorogong and Phadi	Ward 27, Ward 11, Ward 10	NO
<b>Housing</b>		
Mogwase unit 8	Ward 15	YES
Mtau , Moubana and Siga	Ward 3	YES
<b>Mabaalstad</b>	Ward 25	NO
<b>Soulspoort</b>	Ward 8,17,15, 16,31,22,9, 10	NO
<b>Community Facilities</b>		
Construction of community halls in Kameelboom,Sefikile Ext 8,Molatedi & Tlhatlhaganyane	Ward 27, Ward 1, Ward 6 and Ward 7	NO
<b>Refuse removal</b>		
<b>Roads</b>		
Mmopyane Internal Roads	Ward 5	NO
Lesetlheng/Legkraal Internal Roads	Ward 8	NO
Mabodisa Internal Roads		NO
<b>Stormwater</b>		
Sandfontein Sandfontein	Ward 10	NO
Loss My Tjerry Northern Regional Stormwater	Ward 1	NO
<b>Economic development</b>		

<b>Sports, Arts &amp; Culture</b>		
<b>Environment</b>		
<b>Health</b>		
<b>Safety and Security</b>		
<b>ICT and Other</b>		
TO		

**APPENDIX P – SERVICE CONNECTION BACKLOGS AT SCHOOLS AND CLINICS**

**APPENDIX Q – SERVICE BACKLOGS EXPERIENCED BY THE COMMUNITY WHERE ANOTHER SPHERE OF GOVERNMENT IS RESPONSIBLE FOR SERVICE PROVISION**

Service Backlogs Experienced by the Community where another Sphere of Government is the Service Provider (where the municipality whether or not act on agency basis)		
Services and Locations	Scale of backlogs	Impact of backlogs
Clinics:		
Housing:		
Licencing and Testing Centre:		
Resevoirs		
Schools (Primary and High):		
Sports Fields:		
		TQ

## APPENDIX R – DECLARATION OF LOANS AND GRANTS MADE BY THE MUNICIPALITY

## APPENDIX S – NATIONAL AND PROVINCIAL OUTCOMES FOR LOCAL GOVERNMENT

National and Provincial Outcomes for Local Government		
Outcome/Output	Progress to date	Number or Percentage Achieved
Output: Improving access to basic services		
Output: Implementation of the Community Work Programme		
Output: Deepen democracy through a refined Ward Committee model		
Output: Administrative and financial capability		

*\* Note: Some of the outputs detailed on this table might have been reported for in other chapters, the information thereof should correspond with previously reported information.*

TS

## VOLUME II: ANNUAL FINANCIAL STATEMENTS

Provide the Annual Financial Statements (AFS) to the respective financial year as submitted to the Auditor-General. The completed AFS will be Volume II of the Annual Report.

Comment [J33]: CFO